

REQUEST FOR PROPOSALS/APPLICANTS

Executive Director Position

Part-time (20 hours a week or monthly equivalent)

Posting start date: October 30, 2009

Posting end date: November 22, 2009

www.spcheo.org

Background

Formerly known as the State Planning Committee for Health Education in Ohio (SPCHEO), the Buckeye Healthy Schools Alliance (Alliance) is seeking a part-time Executive Director to oversee operations and programs. The organization is expanding its scope of operations and services and, what has been a primarily-volunteer driven organization, is in need of more structured management to continue this growth.

The Buckeye Healthy Schools Alliance is a statewide coalition of government agencies, volunteer health organizations, educators, professional associations and others committed to health and wellness of Ohio schools, families and communities. We have supported school health in Ohio for over 60 years in areas such as:

- annual coordinated school health conference* and other workshops in Ohio
- advocacy for health policy, funding, and programs
- technical assistance to schools and community coalitions
- publications to support Coordinated School Health

* These conferences and workshops provide professional development opportunities for school health professionals interested in establishing sustainable Coordinated School Health Programs that are relevant to the needs of their students and staff.

The Buckeye Healthy Schools Alliance is fiscally responsible and consistently maintains an annual budget to support its programs, services, expenses and revenue/income sources.

Scope of Responsibilities

The Executive Director will report to the Board of Directors with respect to all financial, administrative and other matters pertaining to BSHA; many programs and projects of BSHA will continue to be supported and implemented with assistance of volunteer members of the Alliance. The position offers a range of organizational management responsibilities that can include, but not be limited to, tasks related to:

- Administrative needs of the Alliance
- Member recruitment
- Strategic planning
- Fundraising (to support expansion of this position and of the organization)
- Management of BSHA subcommittees

Compensation and term of employment

The successful applicant will enter into a contract with the Board of Directors of the Buckeye Healthy Schools Alliance for the initial term of January 1, 2010 to December 31, 2010. A contract extension will be considered contingent on sustainability of services, job performance

and funding. The successful applicant can establish his or her specific work hours and present that to the Board for approval up to 1,000 hours a year; remuneration is \$25 an hour, up to \$25,000 annually. An additional \$5,000 will be budgeted for mileage reimbursement and expenses.

Deadline and Application Process

The deadline for submissions of a letter of interest and CV/resume, or agency proposal is November 22, 2009 via email to JMeyer.OhioAFHK@gmail.com.

- Review of Proposals – November
- First round telephone interviews or at convenient locations – November/December
- Second round of telephone interviews (if necessary) – December
- Recommendations to the Board – December
- Signed contract and selection announcement – December
- Work to begin – January 1, 2010

Other Mandatory Requirements

Agency applicants shall provide the names and qualifications of the persons providing the services and the method that will be used to provide the services. The person providing the service should have demonstrated experience with the above mentioned scope of work.

The Alliance does not maintain rented space for offices. Office space, phone service and computers are not included in this offer. The hiree must provide all necessary services to perform as contracted, such as maintaining a computer, phone service, providing photocopies if required, and similar administrative services. The amount of time required is anticipated to be part-time in nature.

The applicant should provide at least two references regarding past work demonstrating their experience and expertise.