

Director of Member Services
Kentucky Broadcasters' Association

Posted: May 5, 2016

The Kentucky Broadcasters Association (KBA), a 70 year-old organization representing more than 300 radio and television station members across the Commonwealth, is seeking a **Director of Member Services**.

Working from our association headquarters in Frankfort, the Director of Member Services reports to our President/CEO and oversees the daily administrative affairs of our organization. His/her primary duty is to insure that we are responding on a daily basis to the needs of our members. In addition, the Director of Member Services interacts with a variety of different vendors who serve our association.

The candidate we're seeking will be a highly organized individual with an outstanding employment record. Our successful candidate must possess strong verbal and written communication skills. A college degree is preferred.

We're looking for someone with strong computer skills, including familiarity with, or the ability to quickly learn: Microsoft Office Suite; QuickBooks; Constant Contact; WordPress, and; Adobe InDesign. In addition, our candidate must have FaceBook and Twitter social media skills.

Event planning is an important component of our Director of Member Services' job description. Our annual fall conference is the highlight of our membership year, with more than 300 broadcasters and guests attending. Our successful candidate will show that they have the ability to plan and organize the details of a major association event.

In addition, the Director of Member Services is responsible for organizing quarterly board meetings and an annual lobbying trip to Washington, DC.

A limited amount of travel will be required the position.

The Director of Member Services also oversees the execution of our Public Education Partnership (PEP) Program, which is the major source of funding for our association. These duties include communicating with member stations and our PEP sponsors.

The KBA offers an attractive compensation package that includes: a competitive base salary for the skill set required for the position; an employer funded retirement plan with immediate vesting; an employer funded healthcare plan, and; paid vacation, annual paid sick time, and state holidays.

Candidates being considered must consent to background checks which may include, county, state and national criminal records, sex offender registry search, federal bankruptcy record search, and/or a credit check, as well as, drug testing.

Our goal is to have our Director of Member Services on board as-soon-as-possible.

If you believe that you're the right person for our position, please send your resume, references, salary requirement and cover letter to:

Kentucky Broadcasters Association
ATTN: President/CEO
101 Enterprise Drive
Frankfort, Kentucky 40601

You may email the above to Henry G. Lackey, KBA President/CEO at henry@kba.org .

No phone calls please. The KBA is an equal opportunity employer.