

Job Posting
Executive Director
Kentucky Veterinary Medical Association



The Kentucky Veterinary Medical Association (KVMA) is seeking an individual to lead the non-profit organization's administrative, liaison, legislative and informational duties. The KVMA is a diverse organization of veterinary medical professionals.

This full-time position will be at the KVMA office located at 108 Consumer Lane, Frankfort, KY. Salary and benefits will commensurate with qualifications.

Duties:

- Oversee the management of the Association
- Coordinate and facilitate activities for the Executive Board
- Coordinate and work with committees of the Association
- In cooperation with the Secretary/Treasurer & Finance Committee oversee the financial management and records of the Association
- Maintain and build working relationships with state and federal agencies that support the mission of the Association
- Maintain relationships with local, state and national veterinary medical associations
- Work with KVMA's Legislative Consultant and Governmental Relations Committee
- Assist in publication of quarterly newsletter, Kentucky Veterinary News
- Plan, Promote, and Oversee the Annual KVMA Mid-America Veterinary Conference
- Promote member outreach and membership recruitment

Qualifications:

- Excellent written, oral, and interpersonal communication skills
- Attention to detail
- Strong work ethic with self-motivated nature
- Budget and accounting experience
- Meeting planning

To be considered, please send a resume' and cover letter to KVMA at info@kvma.org. Questions regarding this position can be submitted to this email as well.

The Kentucky Veterinary Medical Association is an Equal Opportunity Employer.