

AOSA-SCST



REQUEST FOR PROPOSAL

RFP for EXECUTIVE DIRECTOR (RFP #1)

Proposal Due Date: Midnight, December 31, 2025.

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: James Smith & Quinn Gillespie

Title: Presidents (AOSA & SCST)

Entity: AOSA-SCST

Address: 8918 W 21st St N., Suite 200 #246 Wichita, KS 67205

Contact:

- James Smith: james@mdac.ms.gov

- Quinn Gillespie: quinn.f.gillespie@gmail.com

Web Address: <https://analyze-seeds.com>

GENERAL INFORMATION

Position Overview

The Executive Director is the key management leader responsible for overseeing the administration and management activities of the organization. This position supports all volunteer members and the executive board, reporting directly to the Board of Directors.

This is a contracted position; the Executive Director will be compensated via Form 1099.

The Executive Director is responsible for providing specialized organizational leadership to ensure ongoing organizational planning, coordination, delivery, and impact of objectives that support the mission. The role includes fiscal due diligence in compliance with federal, state, and agency performance standards, while maintaining a healthy and productive working environment and positive positioning of the organization. The Executive Director will maintain appropriate working relationships and regular communications with the Board of Directors, general membership, media, and seed industry communities and provides day-to-day management, bridging all facets of the organization, including financial management, website support, and operational coordination.

GENERAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Board Governance

- Lead AOSA-SCST in alignment with the mission set by the Board of Directors.
- Ensure timely and accurate communication with the Board to support informed decision-making.

Financial Performance and Viability

- Maintain the fiscal integrity of AOSA-SCST, including submission of budgets and monthly financial statements to the Board.
- Manage finances within the approved budget, optimizing resources and maintaining a positive financial standing.

Organization Mission and Strategy

- Implement required activities that carry out the organization's mission (e.g., meetings, communications, financial transactions, transparency).
- Participate in strategic planning to ensure the organization can successfully fulfill its mission into the future.
- Promote AOSA-SCST's visibility through active engagement with government entities and professional organizations, in coordination with the Board.

Organization Operations

- Oversee the administration of AOSA-SCST operations.
- Maintain business records and documents.
- Ensure compliance with state and federal regulations.
- Maintain sound fiscal practices and process all financial transactions.
- Respond to all correspondence; inquiries from the executive board should be answered within 24–48 hours.
- Finalize, produce, and distribute publications.
- Maintain the organization's website (as determined).
- Actively solicit sponsorships for the annual meeting based on input from membership.
- Provide assistance and support for annual meeting logistics.

KNOWLEDGE AND SKILLS

- Administration and Management: Meeting planning, financial management, sponsorship solicitation, coordination of people and resources.

- Communication and Coordination: Committee support, annual meeting logistics, member communications.
- Law and Government: Understanding of laws, regulations, executive orders, agency rules, and the democratic political process.
- Accounting: Knowledge of accounting principles and practices.
- Technical: Website maintenance.

RESPONSE REQUIREMENTS

Please include the following in your proposal:

1. Cover Letter

- Full name and address of the applicant.
- Statement indicating whether the proposal covers all scope of services or only specific sections.

2. Experience

- Brief description of your experience as an Executive Director.
- Relevant experience with not-for-profit organizations, including successful work for similar-sized organizations. List organizations you have worked for as an employee or contractor.
- Contact information for at least three (3) references.

3. Statement of Salary Expectations

- Outline salary expectations and indicate whether expectations are salary only or salary plus estimated value of any proposed benefits.

4. Statement of Interest

- Describe your interest in AOSA-SCST and helping the organization(s) achieve their missions.
- Share examples of innovative ideas or improvements you have provided to previous not-for-profit employers.
- Describe your unique qualifications and differentiators.

5. Other Considerations

- Proposals should not exceed ten (10) pages, including appendices.

- Any documentation or information shared during the RFP process is confidential and proprietary to AOSA-SCST and may not be shared with third parties.

- AOSA-SCST will evaluate proposals on both qualitative and quantitative bases, including review of materials, interviews, salary expectations, and completeness and timeliness of response. AOSA-SCST reserves the right to reject any or all proposals and/or request clarification.

QUESTIONS FOR PROPOSALS

All proposal questions should be submitted electronically to before 12:00 AM, CST on December 31st, 2025. Email to BOTH James Smith: james@mdac.ms.gov & Quinn Gillespie: quinn.f.gillespie@gmail.com

Email subject line should state: "Executive Director Proposal"

SCORING

Proposals will be evaluated on the following criteria:

- Qualifications and relevant experience
- Statement of Salary Expectations
- Statement of Interest
- Other relevant qualifications

Proposals received after December 31, 2025, 12 AM, will not be considered.

A meeting with the Executive Director Search Committee will be scheduled in January 2026, to review proposals. Top candidates will be notified for interviews.

PROCESS FOR SUBMISSION AND EVALUATION

Submission Instructions:

Clearly label email subject line with:

- RFP # [1]
- SEALED PROPOSAL-EXECUTIVE DIRECTOR

Due by 12 AM CST, December 31, 2025

Appendix-Mission and History of AOSA & SCST

AOSA and SCST are non-profit organizations, currently moving through a process to vote to merge into one organization. Currently: The Association of Official Seed Analysts (AOSA) and the Society of Commercial Seed Technologists (SCST). They serve the seed industry by maintaining official AOSA seed testing rules, conducting seed testing, training analysts, and addressing industry concerns. AOSA-SCST is governed by volunteer executive leadership and a Board of Directors.