



Request for Proposal

General Overview

The Oklahoma Academy of Nutrition and Dietetics (OKAND) is one of 53 affiliates of the Academy of Nutrition and Dietetics (the Academy), the world's largest organization of food and nutrition professionals representing more than 100,000 credentialed practitioners. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education, and advocacy.

OKAND is a 501(c)3 representing approximately 500 Registered Dietitians, Dietetic Technicians Registered, and student members. OKAND is seeking proposals for an organization or individual(s) to serve as Executive Director providing organizational management services for a two-year period beginning on or about December 15, 2025.

Applications will be accepted and reviewed on a rolling basis. Anticipated start date is January 2026.

Questions about this RFP should be directed to the Executive Director search committee at okandpresident@gmail.com.

Background

The Oklahoma Academy of Nutrition and Dietetics is a non-profit organization in good standing with the Secretary of State and the Academy of Nutrition and Dietetics. The organization is led by a Board of Directors, consisting of a President and officers. The Executive Director would work closely with the President and the Board of Directors (BOD) to execute the strategic plan of the organization and meet its stated Vision, Mission, and Strategic Goals.

Vision

A state where all Oklahomans thrive and discover ways nutrition contributes to optimal health.

Mission

Empower members to be Oklahoma's food and nutrition leaders through evidence-based practices and inclusive community engagement.

Strategic Goals and Initiatives:

Goal 1: Optimize the Registered Dietitian Nutritionists as the trusted food and nutrition expert and OKAND as the largest and most trusted group of Oklahoma RDNs.

Objective 1: Increase the visibility of RDNs in our community.

Goal 2: OKAND improves the health of Oklahomans.

Objective 1: Provide opportunities for members to participate in the legislative and regulatory



processes at local, state, and federal levels to impact food and nutrition policies.

Objective 2: Ensure the integrity of the licensure for Registered Dietitians in Oklahoma.

Goal 3: Members and prospective members utilize OKAND and the Academy of Nutrition and Dietetics as the keys to career development and professional development.

Objective 1: Promote and Encourage, Increase, and retain membership among RDNs and NDTRs.

Objective 2: Provide Continuing Professional Educational Unit Opportunities.

Objective 3: Strengthen OKAND District and DPG organizations.

Objective 4: Provide relevant and valued products.

Development

The OKAND Board of Directors works in close partnership with the Executive Director. The shared commitment to the OKAND mission drives this partnership, as well as deep respect for the skills, perspectives, and contributions of each partner. The Executive Director participates in Executive Committee meetings as well as Board of Directors meetings. Board members focus their efforts on strategic issues and delegate day-to-day fiscal and operational management to the Executive Director.

- The core competencies of the Executive Director
 - Strategic Leadership
 - Holds a clear vision of the organization that is shared by the board
 - Demonstrates the ability to lead the organization toward a shared vision
 - Shared leadership with the Board of Directors
 - Recognizes the role the board plays in the organization
 - Understands the Executive Director's responsibility to the board
 - Develops leadership and works with the board at multiple levels, including board, committees, and individual actions
 - Provides continuity for the organization relating to history, future plans and practices, and proposals
 - Nonprofit management
 - Generates non-member revenue and fundraising aligned with the organization
 - Matches leadership approach to current and upcoming needs of the organization
 - Balances attention to detail and effective use of resources
 - Supports a flexible and learning organization equipped for adaptive change
 - Understands and implements financial management systems and controls
 - Helps to manage and coordinate the annual budget and reconciliation process with the board officers
 - Effective communication
 - Communicates effectively and strategically with the board



- Fosters and sustains internal/external relationships
- Demonstrates adaptive communication style suitable for a wide range of individuals
- Actively listens to seek clarification and understanding
- Open to considering other viewpoints
- Provides a positive outlook in dealing with all persons interacting with OKAND.
- Program strategy and alignment
 - Creates shared understanding of organizational values and goals
 - Designs a programmatic strategy to achieve organizational goals
 - Recognizes the connection between fundraising strategy and program goals
 - Identifies the knowledge and skills needed to grow the organization and knows where to acquire knowledge and skills.
 - Understands how to craft meaningful messages to key audiences
 - Strategically collaborates and partners with other organizations
- Management of Volunteers and Community Partners
 - Builds meaningful partnerships with individuals at various levels of the organization

Scope of Services

The Executive Director shall perform organizational management services according to OKAND policies and procedures. It is anticipated that conducting the services requested in this RFP would roughly require about ten hours per week on average, with fluctuations depending on association activities in any given month (summer months expected to be less than 10 hours/week and spring months may exceed 10 hours/week). Availability during regular business hours is necessary for the responsibilities of this job.

These services include:

- General Affiliate Management
 - Manage of membership, recruitment, website, newsletter (quarterly at minimum), communication to membership and Board of Directors, and records.
 - Maintain and operate the association virtual office, coordinating activities in conjunction with policies adopted by the Board of Directors. This includes general communication such as responding to emails and phone calls within 72 hours.
 - Generates non-member revenue and fundraising aligned with the organization.
 - Other duties and responsibilities as assigned.
- Fiscal Management and Accounting
 - Assumes management of checkbook, banking accounts and investments under the direction of the board of directors.
 - Ensures maximum resources utilization for OKAND
 - Participates in the creation of a yearly budget and reconciliation in concert with the Financial Committee



- Coordinate with Treasurer and Treasurer-Elect to ensure: taxes are completed, insurance policies, support accountant, and bills are paid on time and deposits are made.
- Board Assistance
 - Manage and assist Board of Directors with: policies and procedures, bylaws, strategic plan, district/ regions, board meetings as determined by the Board of Directors, board meeting notifications and related communication.
 - Communicate and distribute information to and from the Academy of Nutrition and Dietetics to the OKAND Board of Directors.
 - Submit the annual Principles of Affiliation agreement with the Academy by its due date with support from OKAND Leadership.
- Meeting and Event Planning
 - Support Convention Committees and other event committees.
 - Project management acumen
 - Work with the OKAND Board of Directors with planning of Board Meetings and related events.
 - Travel to OKAND events as required with potential for overnight stays 2-3 times per year.

Quality of Services

- Members, suppliers and vendors will be treated with the utmost respect and their issues will be handled professionally and in a timely fashion.
- Issues that are not quickly resolved will be referred quickly to the appropriate Board of Directors member for intervention.
- Contractor performance will be reviewed annually and contract negotiations will be negotiated as needed with the next RFP.

Contract

OKAND will enter a two-year contract with the option to extend one additional year with the selected Contractor effective upon agreed hiring date. The contract will outline the agreed upon fee schedule and list of services, in addition to the general terms and conditions set forth in the attached sample contract. A contract appendix will outline in detail, duties to be performed by volunteer affiliate members and those duties to be specifically performed by the contractor. The contract will specify terms for dissolution by either party without cause with 60-day's notice.

Who May Respond

Organizational management companies and individuals with experience in association management, project management, or volunteer management.



Responses

Responses to the RFP should include the proposed services, the number of hours per week expected to provide said services, and an annual, all-inclusive fee for said services to be paid in monthly installments.

Questions about this RFP or OKAND can be directed to the Executive Director search committee at okandpresident@gmail.com.

1. **One-page cover letter** that addresses your interest and ability to meet the proposed scope of work and desired qualifications and experience outlined in the position description.
2. **The cover letter** should also include applicant's availability starting on or about **January 1, 2026**. Please include key contact information including mailing address, emails address and phone number.
3. **Resume**
4. **Professional Services Contract Budget:** Please include a budget proposal including your proposed fee structure and other expenses.
5. **Three references** including name, title, e-mail, phone and the name of the project and a brief description of duties and experience.

Responses to this RFP should be submitted as one PDF document to:
okandpresident@gmail.com

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Anticipated start date is January 2026.