

**REQUEST FOR PROPOSALS (RFP)**  
**Executive Director Management Services**  
**Missouri Public Health Association (MPHA)**

**RFP Release Date:** July 28, 2026

**Proposal Due Date:** August 21, 2026 4:00 p.m.

**Contract Term:** October 1, 2026 - September 30, 2027, with the option to renew annually upon mutual agreement.

**PURPOSE**

The Missouri Public Health Association (MPHA) is requesting proposals from qualified organizations, associations, management firms, or nonprofit service providers to provide Executive Director management services for the Association.

MPHA seeks a partner that will provide strategic leadership, administrative management, member engagement, advocacy support, conference coordination, financial oversight, and operational services necessary to advance the Association's mission of promoting and strengthening public health throughout Missouri.

The selected organization will designate a primary Executive Director who will serve as MPHA's primary point of contact.

**ABOUT MPHA**

The Missouri Public Health Association is a statewide nonprofit membership organization dedicated to improving the public's health through leadership, education, advocacy, collaboration, and professional development.

MPHA serves local public health agencies, public health professionals, healthcare organizations, educational institutions, state agencies, and community partners throughout Missouri.

**SCOPE OF SERVICES**

The selected contractor shall provide professional management services including, but not limited to, the following:

**A. Executive Leadership**

- a.** Serve as the primary administrative leader for MPHA.
- b.** Provide strategic guidance to the Board of Directors.
- c.** Assist in implementing Board policies and strategic priorities.

- d. Maintain regular communication with the Executive Committee.
- e. Provide monthly written activity reports.

**B. Board Support**

- a. Coordinate and support:
  - i. Executive Committee meetings
  - ii. Board of Directors meetings
  - iii. Annual Membership Meeting
  - iv. Special meetings
- b. Responsibilities include:
  - i. Preparing agendas
  - ii. Distributing meeting materials
  - iii. Recording and maintaining minutes
  - iv. Tracking Board actions
  - v. Maintaining governing documents and organizational records

**C. Membership Services**

- a. Maintain an accurate membership database including:
  - i. Membership renewals
  - ii. New member recruitment
  - iii. Member communications
  - iv. Membership reports
  - v. Dues collection coordination
- b. Respond promptly to member inquiries.

**D. Communications**

- a. Serve as the Association's communication coordinator by:
  - i. Preparing newsletters
  - ii. Sending electronic communications
  - iii. Maintaining the Association website
  - iv. Managing social media accounts
  - v. Promoting educational opportunities
  - vi. Supporting membership engagement

**E. Conference and Educational Programs**

- a. Coordinate the planning and implementation of:
  - i. Annual Conference
  - ii. Educational workshops
  - iii. Webinars
  - iv. Board retreats
  - v. Committee meetings
- b. Responsibilities include:

- i. Registration
- ii. Sponsorship coordination
- iii. Vendor management
- iv. Hotel coordination
- v. Speaker communication
- vi. On-site conference management

**F. Advocacy and Government Relations**

- a. Work collaboratively with the Board to:
  - i. Monitor legislative activity affecting public health.
  - ii. Assist with legislative priorities.
  - iii. Coordinate advocacy efforts.
  - iv. Develop relationships with state agencies and partner organizations.
  - v. Represent MPHA at meetings and public events, as authorized.

**G. Financial Management**

- a. Provide administrative financial support including:
  - i. Receiving and depositing funds
  - ii. Paying approved invoices
  - iii. Preparing monthly financial reports
  - iv. Assisting with annual budget preparation
  - v. Maintaining financial records
  - vi. Coordinating annual tax filings and financial reviews with the Association's CPA

**H. Organizational Administration**

- a. Maintain compliance with all applicable nonprofit requirements, including:
  - i. Secretary of State filings
  - ii. Organizational records
  - iii. Insurance documentation
  - iv. Contract administration
  - v. Record retention

**I. Partnership Development**

- a. Develop and maintain relationships with:
  - i. Local Public Health Agencies
  - ii. Missouri Department of Health and Senior Services
  - iii. National Association of County and City Health Officials (NACCHO)
  - iv. American Public Health Association (APHA)
  - v. Universities
  - vi. Healthcare organizations
  - vii. Other public health partners

- b. Assist with identifying sponsorships, grants, and other revenue opportunities.

### **MINIMUM QUALIFICATIONS**

The proposing organization should demonstrate experience in:

- Association management
- Nonprofit administration
- Public health
- Conference planning
- Financial management
- Membership organizations
- Board governance
- Communications
- Advocacy

Experience serving statewide professional associations is preferred.

### **PROPOSAL REQUIREMENTS**

Proposals shall include:

#### **Organizational Information**

- Organization history
- Years in business
- Organizational structure
- Primary office location

#### **Experience**

Describe experience providing similar services.

Include at least three references.

#### **Staffing**

Identify:

- Primary Executive Director
- Backup personnel
- Relevant qualifications
- Public health experience

#### **Work Plan**

Describe how services will be provided, including:

- Communication with the Board
- Meeting attendance
- Conference support
- Member communications
- Financial management
- Response time expectations

#### **Cost Proposal**

Provide:

- Annual fixed fee
- Hourly rates for services outside the contract scope
- Description of reimbursable expenses
- Any optional services

#### **EVALUATION CRITERIA**

Proposals will be evaluated based upon:

- Public health and association management experience
- Qualifications of assigned staff
- Understanding of MPHA's needs
- Proposed work plan
- Cost

#### **CONTRACT TERM**

The anticipated contract will begin on October 1, 2026.

The initial contract will be for one year with options for annual renewal upon satisfactory performance and approval by the MPHA Board of Directors.

#### **GENERAL CONDITIONS**

MPHA reserves the right to:

- Reject any or all proposals.
- Request additional information.
- Negotiate with the selected proposer.
- Cancel this solicitation at any time.
- Award a contract in the best interest of the Association.

#### **SUBMISSION INFORMATION**

Proposals must be submitted electronically in PDF format by:

**Date:** August 21, 2026

**Time:** 4:00 p.m.

Submit proposals to:

Sharon Whisenand, President

Missouri Public Health Association

Email: [whises@randolphcountyhealth.org](mailto:whises@randolphcountyhealth.org)

Questions regarding this RFP should be submitted in writing no later than August 14, 2026.

#### **CONTACT**

Missouri Public Health Association

Email: [whises@randolphcountyhealth.org](mailto:whises@randolphcountyhealth.org)

Phone: (660) 263-6643