

## EXECUTIVE DIRECTOR POSITION



## SOUTHERN IOWA ECONOMIC DEVELOPMENT ASSOCIATION

**IMMEDIATE OPENING:** Executive Director

**APPLICATIONS REQUESTED BY:** March 5, 2013

The Southern Iowa Economic Development Association (SIEDA) seeks to hire a community oriented professional administrator. SIEDA is a regional nonprofit community action agency based in Ottumwa, IA and undertakes operation of programs and delivery of services for economically disadvantaged residents and communities in 10 contiguous, southern Iowa counties.

The position of SIEDA Executive Director provides support and guidance to the SIEDA board of directors and, as the agency's principle representative, engages the community to support SIEDA's mission. The Executive Director also recommends and develops programs to achieve SIEDA's goals

Candidates possessing the following qualifications are encouraged to apply:

- Strong and effective leadership skills;
- Excellent communications skills in writing and public speaking;
- Ability to collaborate and facilitate community partnerships;
- Strategic planner;
- Ability to manage to outcomes.
- Knowledge of government funding regulations and compliance standards;

Candidates must possess the professional knowledge and skills required to ensure effectiveness and accountability of organizational systems, finances, programmatic operations and outcomes. Knowledge of governmental regulations and ability to interact with private and public officials at all levels will be required. The successful candidate will be a leader, a community collaborator and a demonstrated professional administrator with 5 - 7 years of progressive administrative history and community involvements. In addition to leadership and communication skills, acquired knowledge of the purposes and operational environments of Community Action Agencies will be a plus.

### HELPFUL INFORMATION FOR POTENTIAL CANDIDATES:

#### Essential Functions:

- Assume leadership in a partnership with the Board of Directors in order to assess/review the current status and direction of the agency.
- Develop and implement short term plans with strategies in conjunction with the Board of Directors to appropriately design and organize the organization's management to adapt to changing funding dynamics while maintaining programmatic and financial compliances.
- Short term and long term: Assist and support the Board of Director's development, implementation and maintenance of a comprehensive agency strategic plan. Such plan will orient and guide the agency's operational and programmatic endeavors in support to mission and goals adopted by the Board of Directors.
- Review all governance documents and recommend changes that will assure accountability and compliances of program/budget management.
- Develop and implement, in partnership with the Board of Directors, a Public Relations Plan that will continue to facilitate public trust, confidence and involvement in the agency's programs and services provided to the community.
- Engage in rural communities.

Expectations:

- Ability to communicate effectively, both verbally and in writing
- Ability to analyze needs, opportunities and problems and take decisive and effective action
- Ability to establish and maintain effective working relationship with Board of Directors, Public and Staff
- Seek memberships on appropriate boards and committees related to the programming of the organization
- Ability to travel throughout the service area and out-of-area when necessary for program and agency enhancement.

Qualifications:

- Minimum of a BA with preference for MA in areas related to organization, nonprofit management and community development, or a record of successful and increasingly responsible work experience in related field, to include experience working with federal and state programs and regulations/contracts
- Computer literate with competence in MS Word and Excel and skills in planning, budgeting, grant management and organization
- 5 - 7 years' progressive experience in executive positions for a profit or non-profit organization is highly preferred.

Salary will be commensurate with experience and credentials. SIEDA is an EEOE and Drug Free Workplace. View Job Description at [www.sieda.org](http://www.sieda.org) in the job posting area.

**APPLICATION PROCESS:** Applications must be submitted via email to [sieda@iowacommunityaction.org](mailto:sieda@iowacommunityaction.org). Attach the following documents in PDF or MS Word format:

- A resume providing work and academic experience;
- a salary history and
- 3 references with contact information.

**Applications are requested by: March 5, 2013. All documents must be sent via email attachment. No applications or resumes will be accepted at the organization. No hand delivered applications or resumes.**