



521 East Locust Street
Suite 220
Des Moines, IA 50309-1939
515-244-1194 Phone
515-244-7856 Fax
www.iaenvironment.org

Executive Director

Position Title: Executive Director

Status: Full-time position

Location: Des Moines, Iowa

Reports to: Board President with supervision and coordination by Executive Committee

About the Iowa Environmental Council: Founded in 1995, the Iowa Environmental Council is the largest and most comprehensive environmental coalition in the state. We are a nonpartisan alliance of diverse organizations and individuals working together to protect and preserve Iowa's environment. Together, we unify Iowans to advocate for clean water & land stewardship, clean energy, and a healthy climate.

Position Summary: The Iowa Environmental Council seeks an experienced professional to oversee operations, manage financial performance, and exhibit leadership skills as executive director of the organization. The philosophy of the Council is to generate public policy dialogue and decisions through advocacy, coalition building, and research and education, with our organizational and individual member partners, committed to protecting Iowa's natural resources. The Council recognizes that our success comes from building relationships within our communities, and with policy makers, regulators and funders.

Candidate requirements:

- Bachelor's degree
- Minimum of 3 years operations and management experience
- Demonstrated financial and fundraising skills
- Commitment to improving and protecting Iowa's natural resources

The Council offers a competitive salary and benefits package.

Qualifications and desirable qualities

- Excellent leadership skills and a vision for achieving a healthier environment for the citizens of Iowa
- A personal and professional history of commitment to the goals of environmental quality and sustainability
- Ability to develop and nurture partnerships with diverse groups, including business and industry, toward common goals
- Ability to effectively advocate with legislators, regulators and decision-makers, as required
- Strong development skills
- Ability to manage professional staff
- Minimum of three years' relevant experience with environmental/natural resource policy and administration
- Strong analytical and communications skills

- Bachelor's degree in relevant field, advanced degree preferred
- Ability to understand organizational finances

Position responsibilities

Policy development and advocacy

- Communicate, promote, and implement the Council's priorities highlighting the relationships between priorities to reinforce a single message of a more sustainable environment for Iowa.

Financial management and fundraising

- Preparation, communication and implementation of the annual budget.
- Ability to develop fundraising strategies and participate in fundraising activities.

Community and member relations

- Work with Council members and supporters, community leaders, policy makers, business, agricultural interests, media and diverse groups to achieve the Council's goals and policy objectives.
- Represent the Council as the primary spokesperson.
- Increase the impact of Council membership

Administration and management

- Manage the organization's resources to carry out the mission and vision of the Council and its strategic plan.
- Supervise and evaluate staff, contractors and volunteers to include hiring, motivating, communicating and fostering development in compliance with law and regulation.
- Provide leadership to create a positive workplace atmosphere.

Maintain positive relationship with board of directors

- Implement policies approved by the board.
- Keep board informed of progress and challenges in policy matters, financial management, community relations, and organizational management.
- Support the board by assisting with board member recruitment and orientation.
- Maintain and support positive staff/board relationships.

Compensation and benefits

- Competitive salary commensurate with knowledge and experience
- Health insurance and long-term disability insurance plans
- 15 days paid vacation
- Nine paid holidays and one floating holiday
- Retirement plan

TO APPLY

Please submit a resume and a one-page letter explaining your interest in this position, salary requirements, and availability date if selected to Sarah Lohmeier, search committee chair, sarahlohmeier80@gmail.com.

The deadline to apply is July 14, 2017. For additional information, please visit our website <http://www.iaenvironment.org/>.

The Iowa Environmental Council is an equal opportunity employer.