

**Iowa Community Action Association (ICAA)  
Job Description (DRAFT VERSION)**

**Position Title:** Executive Director  
**Reports to:** ICAA Board of Directors  
**FLSA Status:** Full-Time Exempt  
**Board Approved:** **Add Date**

**POSITION SUMMARY**

The ICAA Executive Director is responsible for managing the operations of the Iowa Community Action Association (ICAA) under the direction of the ICAA Board of Directors, whose membership includes the Executive Director of each of the 16 Community Action Agencies in the state. This position assists in the development of the mission, vision and strategic plan of the association. There is a broad range of leadership and management responsibilities, including fiscal management, resource development, project management and staff supervision. The expectations for this position are those at a high level of executive leadership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Leadership:**

- Guide and direct ICAA's staff to design or identify, in consultation with Iowa network member agencies and/or as directed by the Board of Directors, innovative State-wide collaborations, strategies, and/or initiatives to address poverty
- Provide oversight and manage association's operations, programs, and training and technical assistance
- Collaborate with the Board to develop and oversee the implementation the association's strategic plan, mission, and vision
- Recommend and assist the board of directors in the formation of policies that support the association's mission and vision

**Board Collaboration:**

- Attends all ICAA Board of Directors meetings
- Coordinate with Board President to develop and share Board packets and materials necessary for informed participation and decision making
- Ensures execution of decisions made by the Board of Directors
- Acts as a liaison between the Board of Directors and funding sources
- Apprise the Board on significant issues or events pursuant to efficient operation of the organization
- Present timely reports including monthly financial statements,
- Recommend improvement, reductions, expansions, and eliminations where appropriate
- Perform other duties determined necessary to support the Board of Directors in achieving the goals of the agency

**Fiscal/Resource Development:**

- Serve as the agent of the association as instructed by the Board of Directors
- Responsible for the association's budget and financial oversight
- Responsible for keeping informed of program and funding opportunities and the development of new sources in support of the organization operations and mission
- Generate revenue that supports the mission and vision of the association and network agencies

**Supervision:**

- Attract, retain, and engage effective employees to serve the association and network
- Manage 2-5 staff members
- Responsible for the overall direction, coordination, and evaluation of these positions
  - Plan, assign, and direct of subordinate employee work
  - Conduct employee appraisals and support staff improvement
  - Address complaints and resolve problems
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws

**Lobbying:**

- Act as primary lobbyist for the Iowa Community Action Association and network agencies
- Advocate for Iowa CAA member agencies at the state, regional, and national levels
- Coordinate with partner organizations in pursuit of common legislative goals

**Communications/Public Relations:**

- Serve as official representative of ICAA and liaison between the network community action agencies and state, regional, and national, organizations
- Attend public appearances and responsible for media relations
- Conduct public presentations to civic groups, social service agencies, and government
- Provide outreach to committees, councils, and boards with community leaders
- Serve on community committees, councils, and boards
- Coordinate board members and network staff to assist in statewide communication efforts to garner support for association and network goals

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

**REQUIRED:** Bachelor's degree in Business Administration, Human Services, Social Work, Sociology, Public Administration or related field with a minimum of four years' experience in upper management position(s). Experience with preparing and monitoring budgets is also required.

**PREFERRED:** Experience in community action or non-profit executive management

**KNOWLEDGE & ABILITIES**

- Proven ability to gain the support of internal and external leaders and groups in support of the organization's goals and purposes
- Ability to speak and write in English effectively and must be able to make effective oral and visual presentations before large groups
- Ability to secure funds, administer grants, and maintain the organization's financial operations in a positive and transparent manner
- Ability to conduct feasibility assessments, funding development and resource acquisitions for approved agency program development
- Ability to establish and maintain effective working relationships with internal and external partners/stakeholders
- Ability to generate, receive and maintain confidential information
- Strong ability to manage emotions in highly charged social interactions

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret the complex documents, such as legislation, contracts and RFPs. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write engaging and persuasive speeches and articles on complex topics directed to top management, public groups or boards of directors.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions with several abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**OTHER REQUIREMENTS**

- Must have reliable transportation and be willing to travel extensively on ICAA business and have a valid driver’s license, good driving record and associated insurance
- Must be able to be bonded
- Must satisfactorily complete a criminal history records check and adult/child abuse registry check

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock from use of general office machines. The noise level in the work environment is usually moderate.

ICAA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age, or any other status protected by federal law.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Requirements are representative of minimum levels of knowledge, skills, and abilities. This document does not create an employee contract, implied or otherwise, other than an “at will” employment.

---

 EMPLOYEE SIGNATURE

---

 DATE