



609 New York Avenue
 Creston, Iowa
 641-782-4033

www.soutneriowarcd.org

www.facebook.com/sircd1986

Job Title:	Executive Director	Job Category:	Non-Profit
Location: Creston, Iowa	Flexible; part-time (15-30 hours per week) \$18 -\$22/hr.	Serving:	Adair, Adams, Clarke, Decatur, Ringgold, Taylor and Union counties

Southern Iowa Resource, Conservation & Development, Inc.

Executive Director

Southern Iowa Resource, Conservation and Development, Inc-is a 501 (c) (3) non-profit organization working in to promote, enhance and achieve a thriving rural lifestyle that is vibrant, interesting, economically sustainable and based upon the responsible use of the region's resources, including its people.

Over the years, Southern Iowa RC&D has provided a multitude of projects that have benefited both the agricultural community, the environment, small businesses and rural economies. There is the capacity for our director to explore new projects that expand opportunity, promote sustainability, grow prosperity and enhance the quality of life in the rural communities of Southwest Iowa.

The Executive Director works closely with the Southern Iowa RC&D Board of Directors. Southern Iowa RC&D currently services Adair, Adams, Clarke, Decatur, Ringgold, Taylor and Union counties.

Questions?
 Contact Rob Lundquist, Chairperson, 641-344-1836
 Or email robb@frontiernet.net

THE ROLE OF THE EXECUTIVE DIRECTOR IS TO EFFECTIVELY AND EFFICIENTLY ASSIST THE BOARD WITH ACCOMPLISHING ORGANIZATIONAL GOALS BY:

- DEVELOPING AND NURTURING RELATIONSHIPS/PARTNERS FOR PROJECTS;
- IDENTIFYING OPPORTUNITIES AND POTENTIAL RISKS;
- DEVELOPING, IMPLEMENTING, MANAGING AND COMPLETING PROJECTS,
- RESEARCHING AND OBTAINING FUNDING, INCLUDING GRANT WRITING;
- REPRESENTING THE ORGANIZATION AT WORKSHOPS, MEETINGS AND EVENTS;
- MANAGING HUMAN RESOURCES, GOVERNANCE, FINANCE (WITH ASSISTANCE FROM TREASURER) AND OVERALL COMMUNICATION OF THE ORGANIZATION;
- MAINTAINING RECORDS & ASSISTING IN BOARD DEVELOPMENT;
- AND OTHER DUTIES AS ASSIGNED.

NECESSARY QUALIFICATIONS

SELF-MOTIVATED AND ABLE TO WORK INDEPENDENTLY
HIGH LEVEL COMMUNICATION SKILLS
ABILITY TO THINK CREATIVELY AND STRATEGICALLY
DEMONSTRATE ABILITY TO DEVELOP, BUILD AND NURTURE PROFESSIONAL RELATIONSHIPS
DEMONSTRATE ABILITY TO DEVELOP, MAINTAIN AND REPORT AGAINST A BUDGET
ABLE TO DEVELOP, COORDINATE AND MANAGE MULTIPLE PROJECTS
ABILITY TO EFFECTIVELY MARKET THE ORGANIZATION VIA WEBSITE & SOCIAL MEDIA
DEMONSTRATE PROJECT MANAGEMENT EXPERIENCE
PROFICIENT COMPUTER SKILLS – MICROSOFT WORD & EXCEL
RELIABLE TRANSPORTATION

PREFERRED SKILLS AND KNOWLEDGE

COLLEGE DEGREE PREFERRED
ABLE TO MANAGE TIME EFFECTIVELY
EXPERIENCE AND/OR KNOWLEDGE OF RURAL ISSUES AND RURAL DEVELOPMENT
DEMONSTRATE ABILITY TO PLAN, ORGANIZE/OVERSEE EVENTS AND FUNCTIONS GRANT
RESEARCH, WRITING AND REPORTING
EXPERIENCE IN PUBLIC SPEAKING AND GROUP FACILITATION
KNOWLEDGE OF, AND/OR EXPERIENCE IN PROJECT EVALUATION

To Apply:

Email a cover letter addressing necessary and preferred qualifications, skills and knowledge, along with current resume and three references to: email@southerniowarcd.org

Deadline: Open until filled.