

## Executive Director Job Description

For twenty years, Keep Iowa Beautiful (KIB) has inspired Iowans to build stronger communities through improvement and enhancement programs. Keep Iowa Beautiful began in 2000 as a vision by former Governor, Robert D. Ray and Founder and retired Chairman of Casey's, Donald F. Lamberti to enhance the image and appearance of the countryside and Iowa communities by improving their economic health and cultural vitality.

With the support of sponsors, donors and partners, Keep Iowa Beautiful manages and coordinates programs that provide:

- Funding and resources to enhance and improve many of Iowa's communities;
- Educational opportunities to share information and cultivate sustainable lifestyles;
- Volunteer efforts to ensure the beauty of Iowa is maintained; and
- Scholarships and awards to encourage growth and knowledge in the field.

## Responsibilities of the Executive Director

The Keep Iowa Beautiful Executive Director is responsible for achieving the following:

- Leadership
  - Lead the organization, staff, and board with clear understanding of the vision, mission, statement of need, and overall strategy and direction of the organization.
  - Promote the organization's mission, policies, programs, and needs.
  - Develop strong organizational culture of respect and collaboration.
- Fundraising
  - Develop resources, including planning and conducting fundraising events
- Public Face of the Organization
  - Enhance KIB public image, including promotional opportunities.
  - Educate policymakers to understand and support our mission.
  - Serve as an active advocate and ambassador for the organization.
  - Leverage connections, networks, and resources to develop collective action to fully achieve the KIB mission.
  - Clearly communicate with organization members, advocates, advertising agencies and others.

- Financial Management & Operations
  - Operate within the budget as outlined by the Board.
  - Read and understand the organization's financial statements.
  - Maintain proper hardware and software for fundraising, collaboration, document creation and storage, communication, productivity, and record keeping.
  - Understand the legal frameworks of creating and running a nonprofit.
- Board Management
  - Prepare for, lead, and conscientiously participate in board meetings.
  - Work with the Board on strategic and organizational planning.
  - Provide a written Director's Report each month to the Board.
- Programs & Activities
  - Develop and implement programs to promote the Keep Iowa Beautiful mission.
  - Ensure the quality and effectiveness of each program and activity.
- Reside in the Greater Des Moines Metro

## Skills Required:

- exceptional organizational and communication skills
- grant writing and grant management
- strategic and tactical execution skills
- experience in managing financial records, budgets, and bookkeeping
- prior experience with non-profit organizations preferred
- strong written and verbal skills
- ability to articulately present to large and small groups
- enthusiasm for Iowa communities, education, and improvement