**EXECUTIVE DIRECTOR POSITION OPENING**

The Iowa Community Action Association (ICAA) Board of Directors is hiring an Executive Director committed to addressing the causes and conditions of poverty. The ideal candidate will possess a Bachelor's degree in Business Administration, Human Services, Social Work, Sociology, Public Administration or related field and a minimum of four years’ experience in upper management position(s), including budget management. Experience in community action or non-profit executive management is also preferred.

The candidate must have knowledge of preparing and monitoring budgets, working with multiple funding sources, the ability to secure funds and administer grants, and an understanding of community needs and resources assessments. In addition, skills for building successful partnerships, delivering effective presentations and an interest and understanding of the needs of a diverse low-income population are also required. The salary range for this position starts at $90,000. The completed application package (information below) must be received by 5:00 pm on February 17, 2021.

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.

**Application Package Information**

**To access the complete application package, go to** [**Iowa Community Action Jobs**](http://www.iowacommunityaction.org/aboutICAA/jobs)**. Please note that the posted job description is currently a draft version; the final version will be posted after February 4th Board approval.**

**Please submit the following:**

* letter of intent, including salary request
* complete resume
* fully completed application form

In the letter of intent and/or resume, please highlight your educational and professional experience with the following skill sets:

* + Involvement with individuals and families with a low income
	+ Building successful collaborative partnerships
	+ Maintaining fiscal integrity
	+ Leading a nonprofit organization or a business

Applications must be received by email, USPS or delivery by 5:00 pm February 17, 2021 to be considered.

**Mailing or Delivery Address:**

Iowa Community Action Association

1620 Pleasant Street Suite 214

Des Moines, IA 50314

Attn: Myra Thompson

**Email Address:** jobs@iowacommunityaction.org