

IOWA AGRICULTURE LITERACY FOUNDATION



Position: Executive Director – Full Time

Location: West Des Moines, IA

Job Description Date: 2021

Compensation: \$75,000-\$90,000 (Depending on Experience)

Summary

The executive director is responsible for managing the overall operations of the organization to advance the mission of the Iowa Agriculture Literacy Foundation (IALF). This individual will oversee the day-to-day activities and manage all educational, marketing and outreach initiatives. The purpose of this position is to ensure the financial stability of IALF, lead and direct the development of organization culture and strategy, and to build relationships with farm and commodity organizations, ag industry and education leaders to increase knowledge and awareness of the importance of Iowa's agriculture industry. Reporting to the IALF Board of Directors, the incumbent will provide support for the non-profit board to function ethically and assure a strong presence at the local, state, and national level, including the National Agriculture in the Classroom (NAITC) program. This position requires some state and regional travel, potentially involving some weekends.

Job Description

Duties and tasks include, but are not limited to:

- Advance the mission, vision and values of the Iowa Agriculture Literacy Foundation by overseeing staff and daily functions of the organization.
- Lead for all fundraising efforts, including establishing a robust program to secure necessary funds to fulfill IALF's mission (i.e., grants, proposals, etc.).
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information required for the Board to function properly and to make informed decisions.
- Lead the development of all programming, marketing strategies and social media efforts to promote and enhance IALF's mission.
- Facilitate and prepare quarterly Board of Director meeting materials and ensure all requirements are met.
- Establish invaluable partnerships and cultivate relationships with key stakeholders and donors, including Iowa's agriculture commodity organizations, county Farm Bureaus, Loess Hills Ag in the Classroom leaders (LHAITC), agribusiness partners, elected officials and other likeminded organizations.
- Provide direction, execution and implementation of the organization's strategic plan and ensure adherence through quarterly review.
- Develop and oversee training programs, professional development and curriculum for teachers, Ag in the Classroom Coordinators (AITC) and volunteers.
- Serve as a conduit for established partners and be recognized as the primary resource and 'go to' for support of AITC and teachers across the state of Iowa.
- Coordinate and implement all aspects of the annual teacher supplement grant program.
- Assist in creating resource materials to supplement agriculture literacy efforts and teacher requests.
- Prepare and monitor annual budget, monthly and quarterly reviews, and periodic forecast updates in collaboration with Iowa Farm Bureau Federation accounting department and (LHAITC).
- Establish accurate and timely analyses to capture and communicate fundraising results, variances, and performance trends.
- Hire and retain diverse and highly qualified staff and volunteers; includes providing ongoing coaching/mentoring and personal development of staff.
- Processes employee payroll through third-party administrator and oversee employee benefits on a monthly and annual-renewal basis.
- Enhance IALF's image by being active and visible in the community and working closely with other professional, civic and private organizations, including serving as the state contact for the National Agriculture in the Classroom (NAITC).

Non-Essential Functions:

Perform other job-related duties or special projects as assigned by the IALF Board of Directors.

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Master's degree preferred with an emphasis in teaching, business, management, agriculture, fundraising or related field and a minimum of five years of professional management experience.
- Demonstrated ability to lead a team to achieve clearly defined objectives. Solid management skills and organizational abilities, including planning, delegating, program development and task/project facilitation.
- Ability to effectively communicate the organization's mission to donors, volunteers and the community, and proven success in establishing relationships with individuals and organizations of influence.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community, including a history of successfully generating new revenue streams with conclusive financial results.
- Exceptional public speaking and presentation skills and ability to express ideas verbally and in writing, and proven experience in networking with community leaders, government officials, and other liaisons that propel the mission of IALF.
- Ability to work with minimal supervision; self-motivated and confident.
- Problem-solver and extremely attentive to details.
- Transparent and high integrity leadership skills with a solid work ethic.
- Advanced PC skills: strong Excel, Word, Publisher and PowerPoint skills. Knowledge of fundraising software a plus.
- CFRE and/or CAE designation is desired.

Nature & Scope

The requirements listed below are representative of the knowledge, skill and/or ability required.

IALF's mission is "is to educate lowans with a focus on youth regarding the breadth and global significance of agriculture."

The Executive Director is responsible for serving as a resource and conduit to provide education and training for all aspects of agriculture literacy across the state of Iowa. The incumbent works with leaders of the commodity organizations, the IALF Board of Directors, teachers, staff and volunteers to coordinate and execute necessary programs. He/she will be viewed as the primary resource and support for ag education across Iowa.

External contacts include AITC, teachers, Loess Hills Ag in the Classroom Board of Directors, elected governmental officials, outside Board members, governmental agencies, special interest groups, teachers, and facilitators.

Application Requirements

Please submit cover letter, resume and references to Lindsay Calvert, IALF President, at jobs@iowaagliteracy.org. Deadline to apply is Tuesday, February 1, 2022.