

JOB OPENING AT IFAPA

Executive Director

Competencies:

- Must hold a minimum of a Bachelor's degree in human services, education, administration, or a related field. *Master's degree preferred
- Must have a minimum of two years of leadership experience in a social service agency.
- Demonstrated ability to manage business initiatives and programs with an annual budget approaching \$1,000,000. *Experience in a board directed, mid-sized non-profit a plus
- Action-oriented leader who displays a willingness to adapt and lead change, supports positive social change, develops high-performance teams and takes an innovative approach to business planning.
- Demonstrated ability to effectively gain group consensus for high level forward thinking strategies with internal and external constituencies including staff, board, local or state committees, foster, adoptive and kinship families, service providers, public officials and donors.
- Demonstrated ability to provide effective leadership at all levels that includes mentoring and ongoing development plans for on and off site employees to insure the continued success of the organization.
- Theoretical and practical knowledge of foster, adoptive and/or kinship initiatives in and around Iowa including private and government agencies and programs.
- Familiarity with regulations, laws, and procedures of the Iowa Department of Human Services
- Practical knowledge of current state and federal issues and the potential impact on the foster, adoptive and kinship families of Iowa.
- Excellent oral and written communication skills including conflict resolution, potential media requests for official statements and public presentations for medium to large groups.

Executive Director Expectations:

- Provide leadership in program development, organizational and financial planning with the board of directors and staff to carry out plans and policies authorized by the board.
- Develop and maintain sound financial practices including working with the staff, and the executive board in preparing a budget; ensure that the organization operates within budget guidelines.
- Promote the mission and vision of the Iowa Foster & Adoptive Parents Association, to stakeholders in and outside of the organization.
- Support and demonstrate unwavering commitment to quality programs; effectively communicate those measured successes to the board, funders, and other constituents.
- Ensure that the RFP contract is consistently evaluated and reviewed to ensure adherence to the requirements and expectations as set forth in the existing contract.
- Ensure compliance of federal, state and local regulations for official records and documents.
- Evaluate current marketing strategies and expand revenue generating and fundraising activities to support the identified goals of Iowa Foster and Adoptive Parents Association (IFAPA).
- Develop and maintain short and long-range strategies to achieve the identified goals of IFAPA.
- Strengthen external working relationships and cooperative arrangements with community groups, partner organizations, funders, and similar organizations that support and add value to the goals of IFAPA.
- Utilize all forms of communication including personal contact and social media to expand IFAPA's community and web presence.
- Maintain a climate that attracts, keeps, and motivates a diverse staff and volunteers of top quality people and high-performance teams.
- Ensure that an effective management team, with appropriate provision for succession is in place and that staff development opportunities are available to team members as warranted.
- Identify and attend state wide committees, boards and meetings that have been proven to add value to the goals and objectives of IFAPA.

Reports To:

IFAPA Executive Board

Employment Category:

Regular – Full time

Working Conditions:

- No known environmental hazards are encountered in normal performance of job duties.
- Moderate travel is required, including overnight stays as warranted
- Board meetings, committee meetings, events and programs supported by IFAPA are routinely scheduled outside of standard business hours, requiring a commitment to weekend and/or evening attendance.

Salary:

Commensurate with Experience

Posting Expiration Date:

Friday, Oct. 3, 2014

No phone calls, please

How to Apply:

Qualified Candidates please email cover letter, resume, references, and salary history to Executive Director Search Committee at IFAPAResume@gmail.com

