

Executive Director Position

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Opening for a full-time Executive Director for Northeast Iowa Community Action Corporation in Northeast Iowa. The ideal candidate will possess a B.S. or B.A. in human services, public administration or business administration with five years administrative experience, including directing or managing a public or private non-profit or human services program **OR** at least ten years leadership experience at a Community Action Agency. Must have knowledge of preparing and monitoring budgets and working with multiple funding sources, knowledge concerning community needs and resources, and an interest and understanding of the needs of the low-income population. The completed application and the remaining package information below must be received by 5:00 pm on October 18, 2017.

Application Package Information

Please submit the following:

- letter of intent, including salary request
- complete resume
- signed copy of the job description ([click here to access the job description.](#))
- completed application form ([click here to access the application.](#))

In the letter 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 Wednesday October 18, 2017 to be considered.

Mailing or Delivery Address:

Iowa Community Action Association
1620 Pleasant Street Suite 214
Des Moines, IA 50314

Email Address:

jobs@iowacommunityaction.org