

EXECUTIVE DIRECTOR POSITION OPENING

The Mid-Iowa Community Action, Inc. (MICA) Board of Directors is hiring an Executive Director committed to addressing the causes and conditions of poverty. The ideal candidate will possess a minimum of a B.S. or B.A. in human services, public administration, business or social work 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. The candidate 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 a diverse low-income population. The salary range for this position starts at \$95,000, commensurate with education and experience. The completed application package (information below) must be received by 5:00 pm on May 22, 2019. Interviews with the MICA Board of Directors Search Committee will be held June 11 and 12 and the final interviews with the MICA Board of Directors will be held July 1, 2019.

Application Package Information

Please submit the following:

- letter of intent, including salary request
- complete resume
- [signed copy of the job description](#)
- [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 May 22, 2019 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