



Executive Director Position Description Iowa Conservation Education Coalition (ICEC)

Mission: Promote and support conservation education and environmental education in Iowa

ICEC is seeking an individual with passion for conservation and environmental education and the ability to build relationships through networking with Iowa conservation and natural resources educators. The ideal candidate has extensive experience in the fields of conservation and environmental education or strong potential for personal growth in the field.

General Description

This is an exciting time of growth for a 60-year-old organization that has gone from all volunteer to most recently a part-time Executive Director, and now leaping to a full-time Executive Director to become even more effective. ICEC has a history of workshop/conferences coordinating and networking with state agencies and formal and non-formal educators and natural resource professionals. ICEC holds a seat on the REAP review board that allocates state funding each year for various conservation education projects across Iowa. We have had an active board and strong leadership for conservation, environmental education and Iowa CORE Science standards.

The Executive Director is responsible for ensuring that the mission of ICEC is pursued in all publications, programs and board activities. The Executive Director manages all ICEC daily operations, workshop and conference logistics, communications, finances and reaches out to other formal and non-formal educators and conservation professionals to facilitate environmental education programming.

The Executive Director is responsible for the successful leadership of ICEC according to the strategic direction set by the Board. The Executive Director reports directly to the Board. The Board Chair or co-Chair will provide regular oversight, guidance and input. The Executive Director's responsibilities will include, but are not limited to the following:

Networking

- Interact and recruit formal and non-formal educators, conservation professionals and new board members.
- Establish sound working relationships and cooperative arrangements with other science education and natural resource state agencies and organizations (i.e. Iowa State University Extension, Iowa Area Education Agencies)

Public Relations and Communications

- Demonstrates strength in verbal and written communications skills
- Continually work to grow ICEC's membership and sponsorships
- Write, edit and distribute quarterly electronic newsletter, i.e. Mail Chimp or other such application
- Organizes, markets, and registers members for ICEC's annual conferences and assists with regional workshops
- Update website notices, Facebook, Twitter, and coordinate e-blasts
- Serves as primary contact for internal and external communications unless otherwise directed by board
- Attend and participate in regional and national environmental education groups such as: Iowa Association of Naturalists (IAN), North American Association Environmental Education (NAAEE), National Association of Interpretation (NAI), Region 7 Environmental Protection Agency (EPA Region 7) and Midwest Environmental Education Conference (MEEC).

Financial Management and fundraising

- Manages memberships, registration monies, donor/gift tracking, deposits, banking, and working with a Certified Public Accountant
- Provide the Board with comprehensive, regular reports on revenues and expenditures
- Conduct fundraising activities including research, identify grant sources, develop plans, write proposals to increase funds of the organization.
- Researches, prepares and manages current and future grants and contracts

Support Executive Board Members

- Assists Chair or Co-Chair in setting agendas and arranging Zoom quarterly board meetings and logistics for annual membership meetings
- Assists Treasurer in preparing financial reports
- Gathers and distributes meeting materials to the board with dates/time/locations of board meetings
- Provides quarterly reports to board of duties performed on behalf of ICEC
- Maintains official records and documents ensure compliance with federal, state and local regulations.

Salary and Location

- \$35,000-40,000 first year contract, year two contract will need to be funded partially by a grant generated by the Executive Director during year one
- Home office space must be provided by Executive Director; phone and internet access is required
- ICEC will provide a laptop for this position; all job related work will be done on this device
- Mileage/hotel accommodations will be reimbursed by ICEC for job related travel

Preferred Position Qualifications

- Proven track record of successful grant writing and fundraising
- Experience planning workshops, conferences and events
- Experience networking with other conservation, educational agencies with in Iowa
- Experience with financial management including grant oversight, project and organizational budgeting, and person management in a non-profit setting
- Progressive viewpoint on, and some familiarity with, current issues in conservation, environmental education, Iowa CORE Science standards, Next Generation Science Standards (NGSS), Science, Technology, Engineering and Mathematics (STEM) education, Early Childhood Standards, Resource Enhancement and Protection - Conservation Education Program (REAP-CEP)
- Strong familiarity with WordPress, Zoom, Doodle, Word, Excel, MailChimp, on line survey tools, desk top publishing
- Must maintain a current ICEC membership
- Minimum of a 4-year college degree required

Application process

- Please submit a cover letter addressing how you meet the above qualifications, resume, and three references
- Email execicec@gmail.com: or mail to ICEC % Linda Zaletel, 1928 6th St. Nevada, IA 50201
- Please put "Executive Director Application" on the subject line.
- **Application deadline Sept 16, 2016; Start date: Oct 2016**

Question regarding the position announcement can be directed to Co-Chair Linda Zaletel execicec@gmail.com
For more information on ICEC please visit: www.iowaee.org

The above statements are intended to describe the general nature and level of work performed by the person in this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. All requirements are subject to possible modification or reasonable accommodations for individuals with disabilities. It is the policy of the Iowa Conservation Education Coalition to not discriminate on the basis of ethnicity, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, religion, or national origin.