

## Homeschool Iowa Executive Director

Job Description

Approved 10/30/2021

**Purpose:** Overall strategic and operational responsibility for Homeschool Iowa's programs, expansion, and execution of its mission.

**Direct Report to:** Homeschool Iowa President and Board of Directors

**Relates closely with:** Administrative Assistant, Marketing Manager, Advertising Manager, Regional Representatives Coordinator, Event Coordinators, Treasurer

### GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with the Homeschool Iowa Board to fulfill the organization's mission.
  - Responsible for leading Homeschool Iowa in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Ensures development of resources sufficient to ensure the financial health of the organization.
  - Responsible for fundraising and developing other resources necessary to support Homeschool Iowa's mission.
  - Responsible for the fiscal integrity of Homeschool Iowa, to include working with the budget committee to prepare for submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- 3) Organization Mission and Strategy: Works with board and team leaders to ensure the mission is fulfilled through programs, strategic planning, and community outreach.
  - Responsible for the implementation of Homeschool Iowa's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure Homeschool Iowa can successfully fulfill its mission into the future.
  - Responsible for the enhancement of Homeschool Iowa's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- 4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for the recruiting and retention of competent, qualified volunteer team leaders.
  - Responsible for the effective administration of Homeschool Iowa's operations.
  - Responsible for signing notes, agreements, and other instruments made and entered into on behalf of the organization.



## **PROFESSIONAL QUALIFICATIONS:**

- Subscribe to the Homeschool Iowa vision, mission, and statement of faith
- Faithful to Christ and in good standing with the local church
- Transparent and high integrity leadership
- Skills to collaborate with and motivate board members and other volunteers
- Ability to convey a vision of Homeschool Iowa's strategic future to board, team leaders, key volunteers, and donors
- Ability to interface and engage diverse volunteer and donor groups
- A bachelor's degree or equivalent experience
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach team leaders, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Nonprofit management experience – preferred
- Ability to leverage technology to efficiently communicate and collaborate with the team

## **EMPLOYMENT:**

- This is a part time position – approximately 20 hours/week

## **COMPENSATION:**

- To be determined