



For 94 years, the Iowa Public Health Association (IPHA) has been the institution that has connected and convened Iowa's public health community. We are a member-driven organization that seeks to support Iowa so that all Iowans have access to infrastructure that supports their health. We believe public health is fundamental to every sector. We look forward to an Iowa where healthy kids are prepared to learn, a healthy workforce is productive and healthy communities thrive.

Vision: A healthy and thriving Iowa because of the strong foundation laid by public health.

Mission: Uniting and strengthening the voice for public health in Iowa.

Executive Director

Purpose: This position contributes to the growth and development of IPHA through the development of people, programs, and the management of resources. The executive director works in partnership with the board of directors, staff, members and contractors to provide leadership, vision, and direction for the organization and to develop organizational strategy. The responsibility of the position is to achieve the purpose of the organization as reflected in the mission and vision statements adopted by the board of directors.

Function:

- Serve as chief executive officer of the organization; report to the board of directors; responsible for leading the organization's success.
- With the board president, enable the board to fulfill its governance function and facilitate the optimum interaction between staff and the board.
- Implement policies approved by the board, manage IPHA's programs and operations, and represent the organization in the community.
- In partnership with the board, direct and formulate the plan for achieving IPHA's mission, strategy, annual goals and objectives.

Responsibilities to the Board:

- With the board president, develop meeting agendas to ensure the opportunity for the board to fulfill all responsibilities effectively. Develop an annual calendar to include all critical issues in a timely manner.
- Keep the board and president fully informed on the condition of the organization and all important factors.
- Involve each board member at an optimum level. Stimulate each to reach the highest potential as a board member.
- Work with the board president to ensure effective and efficient volunteer standing and ad hoc structure including composition.

Responsibilities to the Organization's Personnel and Programs:

- Assume responsibility for the organization's consistent achievement of IPHA's mission and financial objectives.
- Ensure the organization's philosophy and mission are pertinent and practiced throughout the organization.

- Ensure that the board adopts a long-range strategy that achieves IPHA's mission in an appropriate and timely manner.
- Oversee the flow of funds to ensure steady progress toward goals, achievement of the mission, and that proper allocation reflects present and future potential.
- Maintain a climate that attracts, keeps, and motivates top-quality people — both professional and volunteer.
- Oversee IPHA staff and contractors.
- Formulate and administer all major policies and procedures.
- Comply with all local, state and federal legal requirements.
- Serve as the chief spokesperson for the organization and ensure proper representation to its various constituencies.
- Manage the organization's online and social media presence and media relations.
- Serve as the registered lobbyist for the organization preparing legislative testimony and representing IPHA's policy interests.

Strengthening Infrastructure and Operations:

- Ensure the delivery of high-quality services while managing for current and future growth.
- Support and motivate the organization's contracted consultants.
- Facilitate cross-functional collaboration and strengthen communications with key partners.
- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the organization.

Education, Training and Experience:

- Minimum of a bachelors or a master's degree in Administration, Public Health or a related advanced degree.
- At least 3 years of overall professional experience;
- Prior nonprofit experience ideal; management of a global or multisite organization preferred; Entrepreneur mindset with a successful and proven track record;
- Significant board development, fundraising, marketing/branding and fiscal management experience a must;
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills which support and enable sound decision making;
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus among differing opinions;
- Outstanding presentation and communication skills and the experience to be an outgoing spokesperson, relationship builder, and fundraiser.

Position to be located in Des Moines, IA. Part/full-time position. Salary commensurate with experience. Submit cover letter (including salary requirements and availability) and resume in a single PDF file by February 15, 2019 to knovy.iowapha@gmail.com.