**GOLDEN HILLS RESOURCE CONSERVATION AND DEVELOPMENT**

**Job Announcement – Executive Director**

**BACKGROUND**

Golden Hills Resource Conservation and Development (RC&D) is a 501(c)(3) non-profit organization dedicated to collaboratively develop and lead community, conservation, and cultural initiatives to improve our quality of life in rural western Iowa. Our service area includes Fremont, Page, Mills, Montgomery, Pottawattamie, Cass, Harrison, Audubon, Monona, Crawford, Carroll, and Shelby. Our office is in Oakland, IA. We have five full-time and two part-time employees.

Golden Hills RC&D’s current major program areas include Local Foods, Recreation and Tourism, Land Stewardship, Water Resources, and Arts and Culture; as well as Fiscal Management for Hungry Canyons Alliance, WIDA, ALUS and others. Golden Hills RC&D frequently partners with private, local, state, and federal agencies as they relate to these program areas.

Golden Hills RC&D is an equal opportunity employer.

**EXECUTIVE DIRECTOR**

Golden Hills RC&D is seeking a full-time Executive Director to oversee the long-term and day-to-day operations of the organization.

**MINIMUM QUALIFICATIONS**

* BS/BAS diploma in non-profit management or a relevant field; equivalent combination of education and work experience will be considered.
* Proficient with MS Office Suite; working knowledge of operations management software (Quick Books) is a strong advantage
* Outstanding leadership and organizational skills
* Excellent communication skills
* Excellent problem-solving ability
* Successful grant writing experience.
* Excellent written and oral communication skills.
* Previous experience with private, local, state, and federal grants and grant management.
* Ability to organize and prioritize multiple projects.
* Ability to work effectively in collaboration with diverse groups of people.
* Ability to travel overnight to in and out of state.
* Previous experience with fundraising a plus.

**JOB DUTIES**

* Lead the organization and staff to accomplish the long-term and day-to-day mission of Golden Hills RC&D.
* Ensuring compliance with legal and regulatory requirements
* On site supervising of the daily activities of the organization
* Responsible for planning, organization, and direction of the organization’s operations as well as projects and programs.
* Oversees and reports on the organization’s results to the board of directors.
* Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
* Prepares accurate and timely financial analyses that capture and communicate fundraising results, variances, and performance trends.
* Supervises the development of operations-based financial modeling.
* Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with team and board members.
* Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for team members.
* Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
* Identify, implement, and direct resource development by locating sources of grant funding to develop projects related to major program areas.
* Carry out plans and policies as authorized by the Board.
* Establish and maintain effective working relationships and cooperative arrangements with community groups and organizations, city, county, state, and federal agencies.
* Responsible for grants and contract management.
* Other duties as assigned by the Board of Directors.

**BENEFITS**

This is a Full-Time Salaried position. Salary commensurate with qualifications. Health/Vision/Dental. Simple IRA.

**TO APPLY**

Submit a cover letter, resume, three professional references and two writing samples (preferably grant applications) to Cara Morgan at cara.morgan@goldenhillsrcd.org. The initial application deadline is July 24th, although the position will remain open until a qualified candidate is found. For questions regarding this job announcement, contact Cara Morgan at cara.morgan@goldenhillsrcd.org or 712-249-6024.