

Imagine Grinnell is a member-based community organization whose primary focus is enhancing the quality of life for the citizens of Grinnell and the surrounding area. Created in 1985, the nonprofit organization takes pride in forming and empowering coalitions to implement community improvement projects that improve the quality of life for our people, promote a healthy environment, and complement economic development efforts. For more information on projects and initiatives please refer to [www.imaginegrinnell.org](http://www.imaginegrinnell.org)

## **EXECUTIVE DIRECTOR - - Imagine Grinnell**

### **POSITION DESCRIPTION**

**SUMMARY:** The Executive Director is responsible for the implementation of policies and programs set forth by the Board of Directors. This includes financial, administrative and programmatic management as well as setting and achieving annual goals and objectives. Imagine Grinnell is a membership-based organization funded primarily through the annual membership drive, fundraising events, and grant funds. As Imagine Grinnell is under the umbrella of the Community Support Services program of the Greater Poweshiek Community Foundation (GPCF), he/she must work closely with the staff of GPCF to coordinate support services in addition to maintaining the unique identity and mission of Imagine Grinnell.

**HOURS:** This position will require 30 hr/week.

**SALARY:** Salary will be no less than \$20/hr, commensurate with experience and skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for overall leadership in the development and implementation of short and long range plans and policies and other activities.
- Responsible for financial management, including budget, fundraising, individual and corporate memberships, and grant writing. Works closely with the financial representative of GPCF for ongoing accounting issues as well as the Financial Committee of the Board of Directors.
- Assists the Board of Directors in setting annual goals and programs. Works closely with committees to ensure the development, implementation, and accomplishment of those goals.
- Consistently partners with local organizations, including but not limited to the City of Grinnell, Grinnell College, Chamber of Commerce, and the Grinnell Regional Medical Center.
- Frequent collaboration and cooperation on programming and grant writing is essential.
- Support of all activities associated with the Board of Directors and committees, including staffing for all meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Position is responsible for representing the organization throughout the community, with the expectation that this role will be involved in various community endeavors.

**MANAGEMENT RESPONSIBILITIES:** Responsible for supervision of a variety of staff as available. At different times this may include an apprentice, work study students, or

Americorps members, as well as volunteers and unpaid interns working on Imagine Grinnell projects. Responsibilities may include interviewing, recommendation for hiring and training; planning, assigning and directing of work; appraising performance; addressing complaints and resolving problems.

***A SUCCESSFUL APPLICANT WILL POSSESS:***

- Knowledge of the principles and techniques of grant administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations.
- Ability to plan, direct and coordinate activities; work with government agencies and community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Flexibility and adaptability; excellent communication and management skills required to work with a wide range of personalities and situations; ability to be present at events that take place on weekends and evenings as needed.
- The ability to carry out event planning, and a commitment to the goals and mission of the organization.

Resumes and letters of interest should be submitted to:

Imagine Grinnell Board of Directors

PO Box 344

Grinnell, Iowa 50112

Applications may be submitted electronically to [queathem@grinnell.edu](mailto:queathem@grinnell.edu).

Application deadline is December 10th, 2015.