

# **JOB DESCRIPTION -- EXECUTIVE DIRECTOR COUNCIL FOR INTERNATIONAL VISITORS TO IOWA CITIES (CIVIC)**

## **OVERVIEW**

The Council for International Visitors to Iowa Cities (CIVIC) invites applications for the three-quarter time position of Executive Director.

The organization is a community-based, member-driven non-profit organization that creates, supports, and sustains citizen diplomacy initiatives in eastern Iowa's Creative Corridor. It is a registered [501(c)(3)] founded in 1984.

CIVIC coordinates people-to-people exchanges between international visitors and residents of eastern Iowa's Creative Corridor. As a member of Global Ties U.S., CIVIC is one of approximately 90 organizations across the county that collaborates with the U.S. Department of State and other agencies to host current & emerging international leaders who work in both public and private sectors. By programming meetings between visitors and their professional peers, hosting Iowa Table dinners in volunteers' homes, and sharing the rich culture of our community, CIVIC builds global ties locally.

Through citizen diplomacy CIVIC's mission is to promote international cooperation, foster mutual understanding across national borders, facilitate the creation of global professional networks, and contribute to the global cultural education of area students and community residents.

CIVIC seeks to strengthen our community's commitment to and participation in cross-cultural exchanges on professional and individual levels. We believe in the inherent value of cross-cultural interactions and that people-to-people exchanges contribute to the creation of a more peaceful world for which we strive.

## **DUTIES AND RESPONSIBILITIES**

### **General:**

1. The Executive Director (ED) reports directly to the President of CIVIC and its Board of Directors (volunteer-based).
2. The ED is responsible for the day-to-day operations in accordance with board-established policies and procedures, as well as the granting guidelines of Global Ties US, the US Department of State, and other granting agencies.

3. The ED serves in an ex-officio advisory role on the Board of Directors and Board-constituted committees in all aspects of CIVIC's operations. The ED liaises between the board and staff to develop and implement board and committee initiatives.
4. The ED serves as an ambassador for citizen diplomacy in our community. The Executive Director should be committed to professional exchange programs as a critical means to fostering international cooperation, promoting mutual understanding across national borders, facilitating the creation of worldwide professional networks, and contributing to the global cultural education of area students and community residents.

### **Specific/Operations and Supervision**

The Executive Director is responsible for:

- Drafting proposals for, organizing, and administering visits by international delegations assigned by National Programming Agencies (NPAs) who closely coordinate with the Department of State's Office of International Visitors;
- Maintaining current and developing new experts in government, education, non-profits, and business organizations to ensure excellence in programming;
- Administering and developing fee-for-service programming through the federal government (grants.gov), other members of the Global Ties US network, and local partners (e.g., The University of Iowa);
- Hiring and mentoring volunteer student interns, who assist with membership, communications, and programming, in the development of professional skills. Supervising paid student staff (communications and program coordinators) and volunteers in order to administer exchange programs efficiently and effectively;
- Coordinating CIVIC events (e.g., Annual Membership Meeting, Celebration of Citizen Diplomacy Dinner, Board Retreat, Citizen Diplomacy Training; Student Involvement Fairs) in collaboration with the respective CIVIC committee;
- Facilitating and executing organizational development, including fundraising, outreach, membership, and new initiatives in close cooperation with the respective CIVIC committees.

### **Specific/Financial and Administrative**

The Executive Director is responsible for:

- Drafting the Annual Community Partnership Grant (CPG) application and reporting (per grant guidelines) to Global Ties US, which administers the grant on behalf of the State Department;

- Developing other grant applications as identified by (and in collaboration with) the board and submitting required reporting for these grants;
- Reporting on activities to membership and sponsors (e.g., newsletters and Annual Report);
- Preparing annual budgets (in collaboration with the Board Treasurer);
- Paying expenses, invoicing, and depositing funds in a timely manner and in accordance with CIVIC's Financial Control Policy;
- Reporting to the accountant and Treasurer monthly regarding payables, accounts receivable, and current financial position;
- Monitoring financial position vis à vis the budget and collaborating with the Treasurer to make adjustments as needed;
- Communicating CIVIC activities to the broader community (via social media, website, and other print or online platforms deemed appropriate) with the support of CIVIC interns and the Communications Coordinator;
- Collecting appropriate data required for reporting and to improve the organization's ability to communicate outcomes to current and potential funding sources, the board, membership, the community, and the Global Ties Network;
- Maintaining time-keeping records per CIVIC's policies and procedures and federal granting guidelines for all staff, and submitting personnel timesheets to the Board President and/or Treasurer for authorization and to the accountant for processing.

#### **QUALIFICATIONS:**

- A bachelor's degree or an equivalent combination of education and experience;
- Enthusiasm about work with people from all corners of the world;
  - *Foreign travel and foreign language experience an advantage*
  - *Demonstrated international interest and knowledge an advantage*
- Excellent written and verbal communication skills in English;
- Proficiency in MS Office;
- Flexibility and ability to respond positively to last-minute programming changes or requests;
- A combination of 2-3 years' experience with three or more of the following:
  - *Proposal writing experience*
  - *Program coordination experience*
  - *Event management experience*
  - *Staff and/or volunteer supervision experience*
  - *Budgeting, simple accounting, fundraising, grant writing experience*

#### **SALARY AND ENTITLEMENTS:**

This position does not currently include benefits.

The position is three-quarter time. If there are times when CIVIC has multiple programs running or the opportunity to acquire and execute a large fee-for-service program, which will require additional hours, the board will work with the Executive Director to secure additional compensation. Similarly, the salary level is set based on the previous year's programming levels. Salary (and hourly) commitments are established annually in a budget letter per CIVIC's Financial Control Policy. The ED and Board will revisit program needs annually. Note that for the previous 5 years, the salary level has remained consistent or increased.