

Job Opening - Iowa Reading Association Executive Director

Iowa Reading Association is a non-profit association that promotes literacy throughout the state of Iowa. The Iowa Reading Association celebrated its 50th year in 2018. The organization conducts meetings and workshops around the state during the school year. In the summer, the organization invites educators (parents - administration, elementary - college) to share in its annual literacy conference.

- The Iowa Reading Association Board and its members are comprised of educators from across the state.

Mission: The mission of the Iowa Reading Association, an interactive group of individuals interested in reading, is to promote literacy through leadership and educational programming.

The Position: Executive Director.

- Reports to the Iowa Reading Association Board of Directors and will have overall strategic and operational responsibilities for the Iowa Reading Association's programs, and execution of its mission.
- Provides administrative support for the Association through leadership, management, financial and clerical responsibilities.
- Manages the administrative functions of the Association to ensure smooth and efficient operations.
- Support the Association's partnerships with other literacy organizations and boards.
- Ensures ongoing program excellence and continuous evaluation of the organization
- Recommends timelines and resources needed to meet the Association's mission and goals.
- Serves as an official spokesperson for the Iowa Reading Association and represents the organization to the public, key stakeholders and business partners.
- Develops and supports the Association's Board of Directors and serves as an ex-officio member of all committees.
- Engages with and energizes the Association's board members, committees and partner organizations.
- Makes all financial deposits for the Association.
- Maintains the Association's membership records.
- Organizes aspects of the annual summer conference i.e. registration, name tags, conference materials, vendor exhibits, etc.
- This position offers a stipend.

Visit iowareading.org (About Us : Bylaws, Policies and Procedures) for additional information regarding Iowa Reading Association and the duties of the Executive Director

Requirements/Qualifications/Responsibilities:

- Demonstrates computer abilities: word processing, data processing, spreadsheet usage

- Provides a location for the Association's 'office' which establishes a permanent address and phone for the Association
- Demonstrates strong public relations skills
- Maintains continuous records
- Works with Board members maintaining the Bylaws, Policies, Procedures
- Assists the auditor in the annual audit
- Must be bondable
- Serves as the contact person for the Association's webmaster
- Is knowledgeable in current literacy trends
- Energetic
- Possesses a love of literacy

Letter of Application should be sent to Julie Schuller, Iowa Reading Association President via

- Email: jschuller@thegenerals.org or
- Snail mail: Julie Schuller, 302 9th Ave, Sibley, IA 51249

Please return letter of application by November 15, 2018