

\$75,000 / negotiable depending on experience

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4 R Kids Early Childhood Iowa Area Board Job Posting for ECI Executive Director

Position Summary

The Executive Director provides leadership and oversight for the 4 R Kids Early Childhood Iowa (ECI) Area Board. This position is responsible for the overall management, fiscal administration, grant and contract oversight, strategic planning, and daily operations of the organization while ensuring compliance with Iowa Code, Administrative Rules, Board Policies, and state requirements. The Executive Director works closely with the Board of Directors, community partners, and state agencies to support the vision of improving outcomes for young children and families throughout the four-county service area.

Preferred Qualifications

- Bachelor's degree in a human services-related field, business, public administration, accounting, or a related field; **or** Associate's degree in accounting or a related field with relevant experience; **or** Minimum of three years of progressively responsible experience in grant management, fiscal management, community planning, or nonprofit administration in lieu of a degree.
- Strong business, financial management, and accounting skills.
- Experience managing grants, contracts, budgets, and community planning initiatives.

Minimum Requirements

- Successful completion of child abuse and criminal background checks.
- Valid Iowa driver's license with a satisfactory driving record.
- Reliable transportation, proof of automobile insurance, and ability to travel throughout Adair, Dallas, Madison, and Warren Counties, as well as statewide as needed.
- Fewer than three moving violations within the past three years.
- Access to a cellular phone, preferably a smartphone.

Desired Knowledge and Skills

- Experience facilitating community planning and collaborative decision-making among diverse stakeholders.
- Knowledge of nonprofit governance and board relations.
- Strong organizational, leadership, and project management skills.
- Excellent written and verbal communication skills.
- Ability to analyze information, exercise sound judgment, and work effectively within a politically sensitive environment.
- Experience working with individuals and organizations representing diverse perspectives.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Knowledge of Iowa's Early Childhood System is preferred.
- Experience with, or willingness to learn, the Iowa Grants system and other State of Iowa reporting systems.
- Adaptability and willingness to lead within the evolving Early Childhood Iowa system.

Compensation and Benefits

- This is a full-time, salaried, home-based position based on a 40-hour work week.
- Benefits include:

- IPERS retirement participation
- Life insurance
- Health insurance (when eligible)
- Paid holidays
- Paid vacation and sick leave
- Professional development opportunities
- Salary is commensurate with qualifications and experience.