

Iowa United Nations Association  
20 East Market Street, Iowa City, Iowa 52245  
(319) 337-7290; [www.iowauna.org](http://www.iowauna.org)

## Position Announcement

### Executive Director

The Iowa United Nations Association, founded in 1953, seeks a full-time Executive Director to lead its education and advocacy programs. The position is based in the association's state headquarters in Iowa City and will be available beginning January 1, 2017.

The Executive Director will work with the association's board, volunteers, and student interns on all aspects of program development and implementation and administration. Over its 60-year history, the Iowa UNA has informed Iowans of all ages about the work of the United Nations and its agencies, engaged them in this work, and advocated for constructive United States leadership in the world body. Iowa UNA is the Iowa affiliate of the United Nations Association – USA. It has 500 members with chapters in Ames, Cedar Valley, Des Moines, Fairfield, Johnson County, Linn County, and the University of Iowa campus. Potential applicants are invited to review Iowa UNA's programs at [www.iowauna.org](http://www.iowauna.org).

The salary range is \$33,000 - \$35,000.

The Iowa UNA is an Equal Opportunity Employer.

To be considered, please send a cover letter and resume to [Search@unaiowa.org](mailto:Search@unaiowa.org) by Thursday, November 10, 2016.

### Job Description

The Executive Director has the overall responsibility for advancing IUNA's mission "to educate and motivate [Iowans] toward the values and goals of the United Nations."

This full-time position reports to the Board of Directors, which provides significant support to the Executive Director.

#### Responsibilities:

#### The Executive Director

- Frames the IUNA annual goals based on the association's mission and priorities established by the Board of Directors and implements programs to achieve these goals;
- Coordinates the work of board members, volunteers, and student interns in the day-to-day administration of the Iowa UNA office in Iowa City, which includes keeping accurate records of

income and expenses, preparing financial reports, filing required state and federal tax documents, facilitating communications to members, donors, and other constituencies, database maintenance, and responding to public inquiries;

- Supervises volunteers and student interns;
- Manages fundraising activities, in cooperation with the Board's Fundraising Committee, including appeals to members and major donors, and fundraising events;
- Assists chapters in recruiting and retaining members, in cooperation with the Board's Membership and Marketing Committee;
- Develops and implements a communication strategy including print and electronic publications;
- Serves as a liaison with the UNA chapters in Iowa and the national office of UNA-USA;
- Travels in Iowa to implement programs and attends the UNA-USA Leadership Summit in Washington each year; and
- Performs other duties as assigned.

#### Qualifications and Experience:

- Bachelor's degree required, ideally with a concentration in a field related to the mission of the Iowa UNA; education in non-profit management is a plus;
- Demonstrated aptitude, experience, or training in financial and personnel management;
- Prior experience in a non-profit setting, preferably with a membership or advocacy organization.
- Excellent written and oral communication skills;
- Demonstrated ability to engage and work effectively with diverse constituencies, including board members, volunteers, other non-profit organizations, educators, public officials, and students;
- Excellent time-management skills and the ability to juggle several responsibilities and projects simultaneously;
- Valid Iowa driver's license and ability to travel as necessary, including evenings and weekends.