

One Cedar Valley

131 Tower Park Dr Suite 301 (The Hive)

Waterloo, IA 50101

**Posting: Executive Director**

At One Cedar Valley, we break down barriers and create opportunities for youth and adults across the Cedar Valley. We help individuals and employers overcome obstacles to meaningful employment. By changing the way companies find talent and removing barriers from the hiring process, we create fewer missed opportunities for job seekers, help employers build the workforce they need, and contribute to a stronger, more prosperous community.

Through initiatives and program such as SHIPHT, The Hub, The Development Center, Road Home, Equity at Work, and Community Collaboration, we provide support and resources for both youth and adults — increasing career readiness, connecting people to meaningful employment, and strengthening the entire Cedar Valley region.

As our next Executive Director, you will lead this important work — shaping strategy, advancing these initiatives, and amplifying our impact on the Cedar Valley.

Summary of Responsibilities:

The Executive Director is responsible for overall direction and implementation of both the strategies and tactics related to One Cedar Valley Vision, Mission, and Goals. The Executive Director is primarily focused on building connections with local community-based organizations; building an organization that addresses multiple barriers to employment in the community; and serving as the champion of pursuing and attaining ONE Cedar Valley’s vision, mission, and goals while assuring sound operational practices. The Executive Director serves as a key member of the Board to develop overall organization strategy.

Candidates must reside in the Cedar Valley in order for success in this role.

* Execute complete business plan for the organization; and adjust as appropriate. Plan the delivery of the overall program and activities. Also key leader of Implementing programming scope of work.
* Guide and collaborate with the full Board to Implement short- and long-term goals and objectives to achieve the successful outcome of the organization.
* Build and define policies and procedures which align with overall organizational strategy.
* Establish trust and relationships with community-based organizations (e.g., Grow Cedar Valley, Operation Threshold, Dept. of Corrections, House of Hope, Childcare Coalition, etc.). Stay up to date and in consistent contact with community-based entities being mindful of changes in status as well as new groups forming within the Cedar Valley.
* Establish trust and relationships with various businesses of all sizes in the Cedar Valley.
* Build organizational structure and processes to address barriers to sustainable employment and a sustainable quality of life.
* Seek out Fundraising Opportunities and be able to execute to potential Funders and Partners.
* Grant Writing is essential to the growth of the organization and must keep an active pipeline at all times.
* Determine how to scale brand identity and program to match the overall vision.
* Implement formalized marketing and brand identity.
* Provide clear direction to Board members on goals and projects, as well as provide overall direction to Sub-Committees.
* Provide weekly and monthly updates.
* Schedule, lead, and facilitate meetings as needed.

Relationships:

* Manage and develop employees.
* Coordinate organizational efforts and activities with board to ensure effective communication and compliance with organizational direction.
* Must be willing to work in a collaborative environment with all stakeholders and be adaptable to changes.
* Must Champion change and be always aligned with Board.

Requirements:

* BA/MS in Business Administration or Non-profit Management; or similar discipline
* 5-10 years’ experience in Non-profit sector, and progressive management experience
* Understanding of Community Needs
* Certified Non-profit Professional (CNP) preferred
* Must reside in the Cedar Valley

Submissions may be submitted to: patrick@onecedarvalley.com

Visit https://www.onecedarvalley.com/ to learn more about One Cedar Valley.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all. We do not discriminate on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, marital status, or any other characteristic protected by applicable law. We strongly encourage candidates from underrepresented backgrounds and those who share our commitment to our mission to apply.