Iowa Psychological Foundation

About the role

Job title:	Executive Director	Type of position:	Remote contracted part-time position (8 hours per week)
Reports to:	Board of Directors	Location:	Iowa

Under the direction of the Board of Directors, sets the strategic direction for the organization and ensures successful implementation of strategic objectives. Provides vision and leadership to the entire organization and builds a healthy and thriving workplace culture. Oversees successful execution of the Iowa Psychological Foundation fundraising efforts, program delivery, and administrative functions. Represents Iowa Psychological Foundation in the community and ensures donors, agency partners, and the public know and value Iowa Psychological Foundation's mission and community impact.

What you will do

As the fearless leader of our organization, you'll set Iowa Psychological Foundation up for continued success.

Activities will include:

- Directing fundraising, operational, and administrative strategies with the support of the board
- Playing an active role on Board committees
- Contributing to the growth of the organization through an effective, mission-driven, and positive culture
- Leading the organizations' fundraising and stewardship efforts
- Overseeing development of the annual budget and managing financial affairs accordingly
- Exploring opportunities for new or expanded services or programs
- Evaluating program efficacy and ensuring ongoing improvement

The Executive Director is the face of the organization. As the only paid staff position, you will need to manage all aspects of operations including board management.

Qualifications

To be considered for the role, you must:

- Have a Bachelor's degree
- Have extensive experience in nonprofit work including demonstrated performance as a leader
- Be able to deliver on strategic projects through planning, executing, tracking, and reporting on progress toward goals
- Be a critical thinker and problem solver who can work autonomously
- Show up with polished and professional interpersonal and communication skills, including the ability to skillfully represent the organization in public and in the media and with professionals including psychologists, educators, visitors, government agency representatives and the general public
- Be a proficient user of Microsoft Windows and Office products
- Be able to clear criminal background checks

We strongly prefer candidates who also:

- Have significant senior level administrative experience
- Have an advanced degree
- Show an understanding of the field of psychology in Iowa

Additional information

The work environment and physical demands described here are examples of how this role performs essential functions of the job. Of course, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- You will work from home or another confidential space of your choosing
- You will need to sit at a desk and work at a computer for extended periods of time
- You won't need to lift heavy things, but might be required to carry up to 10 pounds

About us

At the Iowa Psychological Foundation, we cultivate public understanding of the crucial role psychology plays in strengthening the health, productivity, and happiness of Iowans. We support the teaching of psychology, foster the training and education of psychologists, support researchers and the advancement of research conducted by psychologists, encourage use of psychological knowledge in public services, public policy, and advocacy, and we promote positive mental health to the people of Iowa.

Our mission celebrates diversity. Iowa Psychological Foundation is an equal opportunity employer.

How to apply

Please submit your resume to ipf@iowapsychology.org