



**Job Title:** Executive Director

**Location:** Des Moines, Iowa (Hybrid)

**Salary:** \$90,000

**Benefits package:** Health, Vision & Dental Insurance, 401k, Unlimited PTO

**Time Commitment/Classification:** Full Time/Exempt

Progress Iowa seeks a thoughtful, strategic, creative, and results-oriented leader to fill the role of Executive Director. The executive director reports to the board of directors and is responsible for developing and implementing the strategic vision of the organization, managing our team of staff and volunteers, and leading the fundraising efforts to ensure we have the resources needed to achieve our goals.

### **About Progress Iowa**

Progress Iowa is a multi-issue advocacy organization and our state's progressive communications hub, and a fiscally sponsored affiliate of ProgressNow. Year-round, we promote progressive ideas and causes with creative earned media strategies, targeted email campaigns, and cutting-edge new media.

Founded in 2012, Progress Iowa has grown from one employee to a staff of seven and an annual operating budget of more than half a million dollars and an online network of more than one hundred thousand. As Iowa's progressive communications hub we are a leading voice in the state, operating as a center for innovative research, data-driven messaging, training, and communication strategies for the progressive community and its elected allies.

Progress Iowa's work builds a stronger progressive movement in Iowa, advances progressive public policy, and shifts the narrative, reshaping what is possible by educating the public and increasing civic participation.

### **Roles and Responsibilities**

#### *Organizational Leadership & Strategy*

- Develop strategic priorities and vision for Progress Iowa, in collaboration with staff and key stakeholders, and with approval by the board of directors
- Develop and maintain relationships with elected officials, progressive leaders, as well as state-based, and national organizations and funders in order to advance the strategic priorities and vision of Progress Iowa
- Act as spokesperson for Progress Iowa with the media and work regularly with reporters to deliver a winning progressive message

- Serve as a strategic communications advisor for progressive stakeholders, leaders, and elected officials in Iowa
- Ensure the Progress Iowa board of directors receives timely information about and approves of the organization's programmatic direction
- Participate in ProgressNow activities including regularly scheduled meetings with state affiliate Executive Directors, meetings with national staff, and participation in national events such as COMMference and the ProgressNow all-staff meeting

#### *People Management*

- Hire, manage, direct, and evaluate the staff of Progress Iowa
- Working closely with our fiscal sponsor, ProgressNow, ensure adherence to standard human resource practices and the organization's specific personnel policies
- Manage coordination with staff, consultants, funders, and other partners as needed to meet relevant timelines and deadlines
- Support the team's professional development by identifying relevant training, support resources, and other opportunities for growth
- Review and approve paid time off requests and expense reports
- Foster a sense of teamwork and collaboration where creative ideas are encouraged and shared

#### *Fundraising & Finance*

- Develop annual budgets for Progress Iowa with approval from the board of directors
- Take responsibility for raising the budget of Progress Iowa as lead fundraiser for the organization, ensuring long-term fiscal security as well as the ability to achieve short-term programmatic goals
- Develop and adjust fundraising strategies for success
- Lead the planning and execution of any fundraising events
- Maintain relationships with individual, organizational, and grant-based donors
- Draft and submit grant proposals and grant reports on behalf of Progress Iowa
- Oversee the organization's finances to ensure compliance and soundness, working in collaboration with our fiscal sponsor, ProgressNow, and their operations team
- Report regularly to the Progress Iowa Board of Directors

#### **Our ideal Executive Director will have:**

- Minimum of 5-7 years experience in labor, issue, political or community organizing, and campaign communications
- A passionate commitment to fighting for progressive values including worker's rights, strong public schools, reproductive freedom, and equality for every Iowan and American
- Significant relevant work experience building and deploying local, statewide, and/or national communications strategies
- Knowledge of the work of Progress Iowa and/or ProgressNow state affiliates
- Have experience working in Iowa in an advocacy, nonprofit, public policy, and/or political campaign setting
- Possess knowledge of 501(c)(3) and 501(c)(4) landscape and compliance

- Experience with working with and securing coverage print, television, radio, and online media outlets
- Ability to work in a fast-paced campaign atmosphere
- Excellent oral and written communication skills
- Experience as a non-profit or related manager
- Cultural competency and experience working with diverse populations and staff
- Excellent organizational and time-management skills
- Strong interpersonal skills and ability to work in a team environment
- Diplomatic and professional approach to problem-solving
- A proven track record in fundraising, including grant writing, individual donor fundraising, and management of small-donor fundraising systems
- Ability to manage several tasks/projects concurrently and prioritize work effectively
- Ability to work independently, exercising good judgment and discretion
- The ability to self-start, think strategically, problem solve, plan ahead and anticipate next steps
- Proven ability to manage staff remotely, in person, and/or in a hybrid environment

**Benefits, compensation, location:**

Salary: \$90,000 / year

Benefits: Health, dental, and vision insurance and paid time off that includes federal holidays, and flexible paid leave including vacation and sick days, as well as personal and family leave.

The executive director position is based in and requires living in or near Des Moines, Iowa. Progress Iowa has a remote work policy for staff. This is a full time, permanent position with Progress Iowa.

**How to apply:**

[Please click here to submit your application](#), including the following information:

- A letter describing your interest
- A resume detailing your qualifications and experience
- Three references, including someone who reported to you in the past

**Timeline:**

Applications will be accepted and reviewed on a rolling basis. However, applications received on or before Monday, January 27, 2025, will receive first priority.

*We are an equal-opportunity employer that prohibits discrimination, including harassment, of any kind. We are committed to the principle of equal employment opportunity for applicants and employees. Therefore, employment decisions, including hiring, are made based on business factors such as business needs, job requirements, and individual qualifications, and without*

*regard to characteristics protected under applicable federal, state, or local laws, including race, color, religion, age, sex, national origin, disability, genetics, protected veteran status, sexual orientation, and/or gender identity or expression. Discrimination on the basis of any legally protected characteristic will not be tolerated. All qualified applicants are encouraged to apply.*