



Job Title:	Executive Director	Job Category:	Non Profit
Location and type:	Home-based; flexible; part-time (15-30 hours per week) \$20 – \$25/hr.	Travel Required:	Yes, primarily through Dubuque, Delaware, Cedar, and Jackson counties, as well as occasional travel throughout Iowa

Limestone Bluffs Resource, Conservation & Development, Inc.

Executive Director

Limestone Bluffs Resource, Conservation and Development, Inc. is a 501(c)(3) non profit organization working in Eastern Iowa to promote, enhance and achieve a thriving rural lifestyle that is vibrant, interesting, economically sustainable and based upon the responsible use of the region's resources, including its people. Last year, Limestone Bluffs RC&D celebrated its 30th anniversary of supporting rural vitality in our four county region. With strong city and county partnerships, the RC&D was formed by county leaders along with area Soil and Water Conservation Districts (SWCD) to address emerging needs in conservation and economic development. Over the years, LB RC&D has provided a multitude of projects that have benefited both the agricultural community, the environment, small businesses and rural economies. Some initiatives have included local foods promotion, rural tourism through our Go Limestone Trails project, and development of the Maquoketa River Watershed Management Authority (MR WMA). Applicants must have prior grant writing experience (writing USDA grants is a plus). There is also the capacity for our director to explore new projects that expand opportunity, promote sustainability, grow prosperity and enhance the quality of life in the rural communities of Eastern Iowa. **The Executive Director works closely with the Limestone Bluffs Board of Directors. Limestone Bluffs currently services Delaware, Dubuque, Cedar and Jackson counties.**

Questions?

Contact Jon Bell, President, 563-260-2662
Or email office@limestonebluffsrcd.org

THE ROLE OF THE EXECUTIVE DIRECTOR WILL EFFECTIVELY AND EFFICIENTLY ASSIST THE BOARD WITH ACCOMPLISHING ORGANIZATIONAL GOALS BY:

- GRANT WRITING INCLUDING RESEARCHING AND OBTAINING FUNDING
- DEVELOPING AND NURTURING RELATIONSHIPS/PARTNERS FOR PROJECTS
- DEVELOPING, IMPLEMENTING, MANAGING AND COMPLETING PROJECTS
- IDENTIFYING OPPORTUNITIES AND POTENTIAL RISKS

- REPRESENTING THE ORGANIZATION AT WORKSHOPS, MEETINGS AND EVENTS;
- MANAGING HUMAN RESOURCES, GOVERNANCE, FINANCE (WITH ASSISTANCE FROM TREASURER) AND OVERALL COMMUNICATION OF THE ORGANIZATION
- MAINTAINING RECORDS & ASSISTING IN BOARD DEVELOPMENT
- OTHER DUTIES AS ASSIGNED.

NECESSARY QUALIFICATIONS

- GRANT RESEARCH, WRITING AND REPORTING
- SELF-MOTIVATED AND ABLE TO WORK INDEPENDENTLY
- HIGH LEVEL COMMUNICATION SKILLS
- ABILITY TO THINK CREATIVELY AND STRATEGICALLY
- UNDERSTANDING OF, AND ABILITY TO IMPLEMENT AND UTILIZE, GOVERNANCE PRINCIPLES TO ENSURE TRANSPARENCY AND EFFICIENCY
- DEMONSTRATED ABILITY TO DEVELOP, BUILD AND NURTURE PROFESSIONAL RELATIONSHIPS
- DEMONSTRATED ABILITY TO DEVELOP, MAINTAIN AND REPORT AGAINST A BUDGET
- ABLE TO DEVELOP, COORDINATE AND MANAGE MULTIPLE PROJECTS
- ABILITY TO EFFECTIVELY MARKET THE ORGANIZATION VIA WEBSITE & SOCIAL MEDIA
- DEMONSTRATED PROJECT MANAGEMENT EXPERIENCE
- PROFICIENT COMPUTER SKILLS – EX. GOOGLE DOCS, ADOBE ACROBAT PRO, WIX
- RELIABLE TRANSPORTATION

PREFERRED SKILLS AND KNOWLEDGE

- COLLEGE DEGREE PREFERRED
- ABLE TO MANAGE TIME EFFECTIVELY
- A MINIMUM OF TWO YEARS' SENIOR MANAGEMENT EXPERIENCE
- EXPERIENCE AND/OR KNOWLEDGE OF RURAL ISSUES AND RURAL DEVELOPMENT
- DEMONSTRATED ABILITY TO PLAN, ORGANIZE/OVERSEE EVENTS AND FUNCTIONS
- CONTRACT MANAGEMENT
- EXPERIENCE IN PUBLIC SPEAKING AND GROUP FACILITATION
- KNOWLEDGE OF, AND/OR EXPERIENCE IN PROJECT EVALUATION

To Apply:

Email a cover letter addressing necessary and preferred qualifications, skills and knowledge, along with current resume and three references to:

office@limestonebluffrcd.org

Applications accepted until Friday, November 17, 2023