

CEO/President Job Description

Job Title: CEO/President

Department: Executive Leadership
FLSA Status: Exempt

Reports To: Policy Board of Directors

General Purpose:

Responsible for establishing and executing on the strategic direction of the Iowa City Area Development and The Iowa City Area Business Partnership (ICAD/ICABP). This role serves as the face of the organization to key stakeholders, community, and government leaders, and provides guidance across all of the ICAD/ICABP core functions. The CEO/President is responsible to the board of directors for the full range of the organizations activities and strategic initiatives; coordination of the program work, organization structure and procedures; overview and implementation of the strategic planning process and plan; execution and metrics; leading and motivating staff and volunteers; oversight of the income and expenditures; employing, supervising and developing staff; supporting membership growth; upkeep of facilities; interpretation of policy; long term planning and organization development and success.

Responsibilities:

Strategic Direction:

- In partnership with the Executive Committee, BOD and staff lead a strategic planning process to define the immediate, mid and long-term strategic plan for the ICAD/ICABP.
- Facilitate and develop the successful implementation of the vision, mission, and strategic plans.
- Work with BOD and staff to identify challenges, needs, issues and priorities and develop plans to meet them alongside evaluating the effectiveness and progress made toward the goals.

Board and Executive Committee Relations

- Build and maintain strong relationships and open communication with the Executive Committee and the BOD.
- Maximize and leverage strong Board relationships and engage Board members.
- Collaborate and provide counsel to the Board and committees regarding public policy, programs, and other key initiatives.
- Maintain regular communications with the Chairman and Executive Committee members. Plan and organize effective and productive Executive Committee and BOD meetings on a regular basis.

Community Leadership:

- Serve as a community leader, collaborator, and alliance builder to ensure a vibrant economic environment and high quality of life for the business and resident community.
- Act as a visionary and strategic 'open front door' to the Corridor and the region for members, investors, and community partners.
- Maintain close ties with other entities, groups, and local officials in the community and advise on developments affecting the business community.
- Review and evaluate legislation, pending or proposed, which will have an immediate or future impact on the business community and keep the ED, BOD and staff informed of any

activities that may substantively affect the business community.

- Speak publicly on issues that affect the ICAD/ICABP and its members as directed by the EC and the BOD.
- Work closely with a wide range of constituencies across the State, in both the public and private sector, to build and support coalitions consistent with the ICAD/ICABP overall mission and priorities.
- Assure that the business community is adequately represented on committees and organizations that are critical to the region and the ICAD/ICABP.
- Build strong relationships with the broad regional constituency including partner, civic, and community leaders and members.

Economic Development:

- Support the development and expansion of a vibrant innovative and expansive economic industry in collaboration with the staff and other regional entities.
- Expand new business growth, support development of existing businesses, and support efforts to attract a diverse and highly talented workforce to the region.

Advocacy and Communications:

- Be the primary public spokesperson and advocate for the organization and its members.
- Promote the organization and its brand, advocate for the mission and members, and build relationships with key stakeholder groups to ensure organizational success.

Administration:

- Attract and retain highly competent staff, the assignment of their supervising structure, and the terms of their employment with goals that support the ICAD/ICABP strategy and generate adequate operating revenue and a positive brand.
- Support staff development and ensure participation in professional conferences and sessions as needed to develop and maintain the successful operation of the ICAD/ICABP.
- Be responsible for supporting and modeling working conditions that ensure employee morale and well-being are maintained to ensure high performance from the employee and the team.
- Support engaging and maintaining membership base and growth and ensuring the value proposition to join the ICAD/ICABP is consistently marketed, relevant, attractive, and continually developing.
- Ensure fiscal soundness, transparency, and a balanced budget.

Professional Experience

- 5+ years' experience as a successful leader demonstrating business acumen, fiscal responsibility, and experience managing lean budgets and a team of 5+ demonstrating strong leading / mentoring and staff development capacity.
- Board management and governance experience.
- Ability to think strategically while considering new perspectives; possesses strong mental agility.
- Strong public speaking and written communication skills with multiple audiences.
- Success in building alliances and collaborative partnering on projects with a wide range of constituents and business leaders including business leaders, entrepreneurs, investors, economic development organizations, elected officials and the media.
- A track record as a proactive advocate for business and workforce development with a working knowledge of relevant legislative and political processes and environments
- Economic development experience is highly preferred with a record for developing successful public and private partnerships.
- The ability to align diverse interest groups on issues and opportunities that will benefit the overall business community; a consensus builder with a personal style that engenders

confidence.

- A passionate leader with a very strong understanding and interest in Iowa development.
- Proven experience in recruiting, building, leading, and retaining strong diverse teams in a collaborative environment.
- Demonstrated track record of membership or sales growth and innovative increased value.
- Government relations/advocacy; showing effective working relationships with elected/appointed officials and their teams; an advocate for business which demonstrates an understanding of the role that government plays in regional success.
- Organization management with the ability to establish and implement program procedures, policies, guidelines; an appreciation and passion for “all parts” of the work.
- Technology (knowledgeable and proactive in understanding current technology, social media, and its role in delivering services, driving business development, and supporting staff productivity).
- Fundraising and sponsorship development experience to support programs, capital campaigns and special events.
- Fiscal management/investor relations (demonstrated ability to manage financial affairs of an organization and communicate effectively with investors).
- Experience in planning, developing, and implementing both operational and strategic plans.
- Experience working with diverse groups and a demonstrated commitment to diversity, equity, and inclusion with support of diverse and inclusive programming and experiences.
- Ability to articulate the organization's goals and objectives as well as market the uniqueness of the city and the region.

Desired Traits

- Ability to solve complex issues quickly and with an innovative mindset.
- Open to different and visionary ideas and strategies and comfortable with imagining alternatives that are not commonly used and comfortable with challenging the status quo.
- Demonstrated understanding of the unique value propositions of this region and the Iowa City, Coralville, North Liberty, and surrounding cities in the Corridor in particular.
- Able to manage and mentor people well and build very strong, capable teams that can handle setbacks while taking responsibility to solve, challenge and change course.
- Is not phased by challenges and issues and is able to confidently work through conflict and make the hard decisions.
- Encourages diverse style, differences, and opinions to find better solutions and builds diverse networks comfortably; treats everyone equitably.
- Genuine and authentic, honorable, and trustworthy. Acts professionally and with integrity in alignment with ICAD/ICABP and community values and expectations.
- Consensus-building and works toward common goals and positive partnerships.
- Has executive presence, comes across as polished and personable and commands the respect of the BOD, members, staff, and local leaders.
- Is results-driven and oriented with a personal passion for achieving goals and objectives.
- Proven ability to work collaboratively, build consensus and work toward common goals and positive partnerships.

Education & Further Experience

- An undergraduate or advanced degree is preferred but not essential.
- Credentials & certifications in economic development are highly desirable.
- Experience in the following areas will be highly advantageous:
 - Business retention and expansion;
 - Local, state, and federal incentive packages and programs (TIF, CID, Enhanced Enterprise Zones,

- Opportunity Zones, et al.
 - Real estate development financing and workforce development strategies.
 - Recruiting talent and supporting start-ups in the tech, innovation, retail, whole health, e-mobility, outdoor recreation, and software sectors.
 - Professional affiliations and associations are advantageous.

Compensation

A competitive compensation package will be shared with qualified candidates.

Application Process

Please submit a current resume and cover letter to ICAD Board Chair Robin Therme at robin.therme@civco.com

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.