

JOB OPENING



Iowa Business Council

Title: Communications and Operations Specialist

Reports To: Executive Director

FLSA Status: Exempt

PURPOSE OF THE POSITION:

This position will be responsible for multiple communications and operations functions as well as project management. The Communications and Operations specialist will work with the Executive Director and Iowa Business Council (IBC) members to promote and communicate the efforts and impacts of the IBC and the members. Working closely with the Executive Director, the Communications and Operations specialist will be responsible for working with committees, special projects, support for strategy development and policy work. This position will also be responsible for building and maintaining systems to ensure the IBC operates effectively and efficiently and for some administrative functions to support the Executive Director and enhance operations.

Essential Duties and Responsibilities:

- Work with the Executive Director and IBC members to determine how best to effectively define and communicate the efforts and impacts of the work of the IBC and its members.
- Work with the Marketing and Communications Committee of the IBC to develop a marketing and communications plan for the IBC.
- Plan and direct development of communications to highlight programs, accomplishments, events, or research.
- Develop and maintain effective & positive media relationships.
- Write and distribute press releases about IBC and member efforts and create background materials for media requests.
- Strengthen IBC digital content on the web and social media to ensure relevancy, integrity, freshness and accuracy.
- Maintain website, including ensuring access to meeting materials for member and deputy meetings.
- Work with executive director to design, develop and collect research.
- Assist with Board and Board Committee meetings including scheduling, agenda and meeting packet preparation.
- Ensure office function and efficiency, including preventive maintenance of IT equipment and initial troubleshooting for malfunctions and maintaining office supplies inventory.

- Develop and maintain process documents for each essential function performed by the IBC (i.e. onboarding of new members, compliance with records requirements, filing reports with the secretary of state and legislative filings.)
- Update member data and other key documentation as needed.

Special Projects and Strategic Initiatives:

- Support special projects or initiatives that enhance the IBC's strategic goals and objectives.
- Work with the Executive Director to manage all of the details associated with IBC's economic data and research.
- Conduct research as requested.
- Participate in legislative and community meetings at the request of the Executive Director.
- Take part in strategy development to further the goals of the IBC.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Excellent analytical and organizational skills; strong judgment and critical thinking ability; proven ability to manage multiple projects and tasks simultaneously, set priorities, handle numerous responsibilities, and work both independently and in a small team environment. Adaptable attitude, self-starter, requires little regular supervision. Comfortable with frequently evolving direction and priorities.

Significant writing, proofreading and communications skills. Strong computer, database management and internet research skills. Experience supporting online communities and demonstrated success in driving and implementing successful social media campaigns. Ability to take complex topics and make them engaging to the public. Creative thinker with capacity to analyze current successes and identify opportunities for improvement.

Highly dependable; ability to plan ahead and proactively manage timelines for self and others; looks for and takes advantage of opportunities to avoid pitfalls before they occur; Follows through on commitments. Adapts strategy to changing conditions.

High integrity; Strong interpersonal skills, able to interface well with a variety of people and effectively present information to a variety of stakeholders.

Strong computer skills, including Excel, Outlook, PowerPoint and other Microsoft Office products.

Must be able to attend Board meetings and other pre-arranged meetings or events during early mornings/late afternoons.

EDUCATION and/or EXPERIENCE

Bachelor's degree and two to five years related communications, marketing, and operations or related experience; or equivalent combination of education and experience. Must have demonstrated ability to handle wide-range of tasks as described and proven track record of managing multiple projects in a fast-paced, professional environment. Prior program/project management experience desired.

Must have strong written and oral communication skills and be proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms; proficiency with databases and research tools preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. Specific vision abilities required by this job include close vision. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

IOWA BUSINESS COUNCIL

The Iowa Business Council is a nonpartisan, nonprofit organization whose members are an unparalleled group of chief executives from Iowa's largest organizations. We serve as a catalyst of economic vitality through global thought leadership and research for the advancement of Iowa. Our work is done by identifying opportunities and collaboratively creating policies to strengthen the state's workforce and overall economy. Through partnership and advocacy, the Iowa Business Council promotes those policies in pursuit of prosperity for Iowa and Iowans.

The Iowa Business Council is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, the Iowa Business Council will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations.

Please submit cover letter and resume' to:

**Georgia G. Van Gundy
Executive Director
Iowa Business Council
100 East Grand Avenue
Suite 260
Des Moines, Iowa 50309**

Or e-mail: ibc@iowabusinesscouncil.org

