



Iowa FCCLA Association Executive Director

Position Summary & Application

Under limited direction, provides management and support for the State of Iowa Family, Career, and Community Leaders of America (FCCLA) student organization.

Please send all application materials to careers@iowafccla.org by June 4, 2021. Interviews to follow June 7-9, 2021.

Duties and Responsibilities:

Estimated hours for this position are ~10 hours per week (more hours may be required February-April, with less hours required May-July)

- Coordinate and attend all board of directors meetings: virtual and face-to-face
- Provide direct communication with all advisers, the Board of Directors, the State Executive Council (SEC) and their advisers as well as the Department of Education through email throughout the entire year on updates, events, new happenings
- Manages and updates Iowa FCCLA website, Facebook, Twitter, other social media networks
- Plan, coordinate, execute, and supervise all State Executive Council events and activities
- Hold a minimum of monthly Zoom sessions with SEC
- Speaks on behalf of the organization when officers are unavailable and may delegate such to another staff or member who is more knowledgeable.
- Represents FCCLA in Family and Consumer Sciences related organizations.
- Keep abreast of all communication from national FCCLA
- Coordinate the annual Fall Leadership Rally (FLR)
 - Secure date and location for FLR per board approval, including event logistics and meals
 - Set up registration form and coordinate process with State Staff
 - Secure keynote as per budget
 - Manage staffing schedules for the Board of Directors, State Staff, and SEC
 - Conduct student and adviser evaluation of FLR and present to Board of Directors
- Coordinate and attend CTE Day at the Capitol for FCCLA members
- Coordinate the annual State Leadership Conference (SLC)
 - Secure date and location for SLC per board approval
 - Set up registration form and coordinate process with State Staff
 - Secure keynote and evening activity as per budget
 - Manage staffing schedules for the Board of Directors, State Staff, and SEC
 - Collaborate with State Staff the recognition for STAR Events, Power of One, Step One, Peer Education, Honor Chapter and others
 - Assist with recruiting past state officers as volunteers for SLC
 - Facilitate nomination process and selection of awards, including event logistics and meals
 - Order all conference materials
 - Conduct student and adviser evaluation of SLC and present to Board of Directors
- Coordinate attendance of Iowa FCCLA members at the National Leadership Conference

- Coordinates housing reservations as per National process
- Organizes state meetings and events
- Coordinate SEC responsibilities including scripts and scheduling
- Collaborate with State Staff with the recognition for STAR Events
- Coordinates Red Jacket rental and cleaning
- Attend NLC as budget allows
- Develop and cultivate partnerships between third-parties and Iowa FCCLA, including fundraising, sponsorships, donors, and program development and marketing.

Minimum Job Requirements: Bachelor's degree strongly preferred with experience in association management, business, event planning, communication, and/or fundraising or 5+ years of experience with FCCLA in a leadership role

Knowledge, Skills and Abilities:

- Ability to work under minimal supervision.
- Must exercise initiative and judgment in performing a job.
- Exhibit the ability to understand oral and written instructions.
- Must demonstrate strong written, verbal, and interpersonal skills.
- Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
- The ability to demonstrate flexibility in the performance of various job functions is required.
- Must demonstrate adaptability in relations with co-workers.
- Exhibit an accepting and non-threatening attitude toward students and the ability to suitably manage behavior and create an appropriate career educational setting that will motivate students.
- Meets with staff and administration to develop programs that will continue to enhance the Iowa FCCLA programs to promote the career educational success of students.
- Must have a willingness to carry out assigned tasks and performance of responsibilities.
- Computer skills/clerical skills required.
- Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
- Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
- Demonstrates the ability to meet deadlines with time constraints.
- Performs other related duties as assigned for the purpose of ensuring the efficient/effective functioning of the unit.

Physical Demand and Working Conditions:

Regular travel approximately 20% of the time within Iowa and/or out of state with occasional overnight lodging required.

Flexible work hours are required to respond to the needs of the CTSO and schools served which may involve evening and weekend hours.

Essential Functions: As defined under the Americans with Disabilities Act, these include the above responsibilities, minimum job knowledge, skills, and abilities. This is not necessarily an all-inclusive listing.

Salary:

Compensation is commensurate on qualifications.

Pay Range: \$14,000-\$20,000 based on experience. There is also potential for additional compensation based on completion of special projects or goals as defined by the Iowa FCCLA Board of Directors. Compensation is provided monthly.

This position is a contracted 1099 position, providing no additional benefits. Individuals will be responsible for all taxes and fees associated with contractor status.

Application Requirements (send to careers@iowafccla.org by June 4, 2021). Interviews to follow June 7-9, 2021.

- Resume
- Cover Letter
- 1-3 Letters of Recommendation (at least one professional; additional may be personal or professional)
- Completion of Writing Prompts:
 - What do you feel is the purpose of student organizations such as FCCLA?
 - What ideas do you have to increase membership within FCCLA?
 - What new funding streams might you consider to increase revenue for Iowa FCCLA?