



IOWA ASSOCIATION OF BUSINESS  
AND INDUSTRY FOUNDATION  
*Making a Difference in the Lives of Iowans.*

LEADERSHIP★IOWA  
UNIVERSITY

LEADERSHIP  
IOWA  
THE COURSE FOR OUR STATE



## Iowa Association of Business and Industry Foundation

CAREER OPPORTUNITY: **Director of Development**  
**(Transitioning to Vice President, Foundation)**

**Application Deadline: April 6, 2018 or until filled**

**Please send cover letter and resume to:**

Mike Ralston, President, Iowa Association of Business and Industry  
400 East Court Ave., Suite 100, Des Moines, IA 50309  
Email: [mrалston@iowaabi.org](mailto:mrалston@iowaabi.org)

### Position Summary

This position provides overall management and direction of the total resources of the Iowa Association and Business and Industry Foundation to achieve quality programs and services consistent with Foundation goals and objectives. This position is responsible for short and long-term strategic planning in order to position the Foundation as a quality organization within the state. This position supports the mission of delivering programs for high school students, college students, emerging leaders, and professionals to expand their knowledge of opportunities in Iowa and enhance their personal leadership skills and associations. This role is an integral part of a professional team, providing fundraising (operational, sponsorships, scholarships, annual appeal, endowment and planned giving) for ABI Foundation programs: Leadership Iowa, Business Horizons, Leadership Iowa University, and other associated events.

### Organization Overview

For 35 years, the ABI Foundation has worked to improve the lives of Iowans by developing and delivering programs for high school students, college students, professionals, and community leaders. These programs are designed to expand knowledge, enhance individual responsibility, develop an educated workforce and create active leadership on local and statewide levels.

The ABI Foundation's programs include:

- **Leadership Iowa** (35 years) – Leadership Iowa is Iowa's premier, statewide issues-awareness program. Leadership Iowa educates, inspires and develops a network of informed leaders and encourages ongoing involvement in local communities and the state.
- **Business Horizons** (34 years) – Business Horizons is a 5-day summer program that offers Iowa high school students (grades 9-12) the opportunity to experience the business world through hands-on leadership, teamwork and personal development activities.
- **Leadership Iowa University** (9 years) – Leadership Iowa University is a 5-day program in August that provides college students with unique personal and professional development experience and first-hand knowledge of opportunities in Iowa.
- **Elevate Advanced Manufacturing** – Elevate Iowa is a statewide integrated marketing campaign promoting advanced manufacturing careers in Iowa.

ABI Foundation also works closely with **Young Professionals of Iowa**, designed to help young professional organizations across Iowa.

## Nature and Scope

This position reports to the President of ABI and to the ABI Foundation board of directors. Responsibilities include the development of strategic plans, goals and objectives for the Foundation; integration and implementation of Board decisions and policies; coordination of Foundation operations; and development and motivation of staff. The incumbent is expected to discuss any proposed changes in Foundation activities that are major in nature and scope with the President of ABI and subsequently with the Board of Directors. Similarly, this person is to keep the President and Board of Directors apprised of anticipated expenditures outside of the approved budget and of any actions or issues which could have a significant impact on the Foundation.

This position represents the Foundation in local, regional and state professional and civic organizations and task forces, coalitions and committees. Internally, the incumbent meets regularly with the ABI President, Foundation staff, as well as other Association personnel as the occasion arises.

Effectiveness in this position can be determined by the ability to meet the financial needs of the Foundation through fundraising efforts, the satisfaction of the program participants, and the ability to meet the growing and changing needs of the Foundation.

## Position Accountabilities

- Manages and provides oversight to the overall Foundation and related partnerships of the Foundation and Association. Ensures all activities, program and partnerships are consistent with Foundation policies and procedures and contributes to the overall effectiveness of both the Foundation and Association.
- Develops and implements strategic fundraising campaign to support Foundation operations and program activities. Provides oversight for the Foundation's financial soundness.
- Plan, organize and manage annual fundraising including (but not limited to): operational, sponsorships, scholarships, annual appeal, annual auction, golf fundraiser, alumni membership dues, endowment and planned giving.
- Develop strategies to encourage new gifts and grants, as well as increase current donor contributions.
- Initiate donor identification, tracking, cultivation and communication to assure understanding of, interest in and involvement with the ABI Foundation.
- Prepare annual fundraising goals and budgets in consultation with the Director-Foundation Programs, and communicate these with the ABI Foundation board.
- Maintain and oversee prospect and donor records and information.
- Lead development of Annual Report and other sponsorship-related materials
- Assist with programs of the ABI Foundation, as needed, including participant and volunteer recruitment
- Develops and maintains relationships with organizations and, as appropriate, aligns the Foundation and/or the Association as a strategic partner. Works in collaboration with other associations, educational institutions and state agencies in the development of quality education programs.
- Works with various boards, committees and task forces of the Association. Serves as a representative of the Foundation and Association to outside groups and the general public.
- Selects, orients, directs, motivates, trains, and retains staff capable for ensuring the successful delivery of timely Foundation and program needs.
- Participates in the Executive Committee and Board of Directors meetings as the primary contact for the ABI Foundation. Serves as a non-voting member of Foundation Board and ABI Investment Committee.

## Knowledge, Skills and Abilities

- Ability to demonstrate leadership skills and a desire to lead
- Ability to develop strong relationships, easily build rapport and earn the respect of program participants, alumni, and sponsors
- Outstanding written and oral communication skills
- Ability to manage workflow and prioritize responsibilities
- Demonstrated attention to detail, with the ability to manage multiple, complex projects simultaneously in an effective and organized manner
- Experience managing budgets
- Experience developing board members and increasing their level of participation in the fundraising process

- Ability to work with a variety of populations, including those in high school, college, young professionals and established adults
- Solid business acumen with a driven, positive and professional attitude and strong work ethic
- Strong problem solving and decision-making skills
- Ability to learn quickly and multi-task efficiently
- Experience in working with cross-functional teams. Excellent interpersonal skills with the ability to take and give direction within a matrix organizational structure and team environment
- Ability to think and act in a proactive manner, and take on additional responsibilities as needed to accomplish the goals of the ABI Foundation team
- Demonstrated proficiency with Microsoft® Office products including PowerPoint, Word and Excel.
- Experience with customer relations management systems or other sponsor-tracking databases.

In summary, the person will be a seasoned leader, relationship-builder and fundraiser with very strong planning and management skills. He/she will be deeply committed to leadership and education programs and will have a keen interest in ABI and ABI Foundation's missions. The successful candidate will be a mature, fluent communicator. He/she will also have the refined sensibilities necessary to work closely with local and statewide leaders and volunteers within the organization.

## **Education and Previous Experience**

A minimum of a Bachelor's Degree is required. Candidates must have fundraising experience, including campaign planning and development, major donor solicitation, special events planning and experience with endowment and planned giving campaigns. A background in Association, Foundation and/or non-profit work or management is helpful.

## **Work Schedule**

**Regular work hours (during non-program weeks):** Mon-Fri, 8:00 a.m. - 5:00 p.m. Extra hours may be required at times to complete projects.

**Leadership Iowa Sessions:** Overnight travel required in Iowa. Sessions are Wed through Friday, 1x/month Oct – June, attendance at entire monthly session is not required.

**ABI Annual Conference:** Conference is 3-4 days in June.

**Business Horizons:** One week program with overnight stays on a college campus during the program. (2018 - Central College in Pella, July 15-19)

**Leadership Iowa University:** Longer hours required during the program, plus possibly one or two overnights. (2018 – August 5-9, Des Moines area)