



Title: Program Manager

Please send cover letter and resume to: foundation@iowaabi.org

Organization Overview

The Iowa Association of Business and Industry (ABI) has served as the state's unified voice for business since 1903. A statewide business trade association, ABI's mission is to nurture a favorable business, economic, governmental and social climate within the state of Iowa so our citizens can have the opportunity to enjoy the highest possible quality of life. In addition to ABI's mission and organizational structure as a 501(c)(6), ABI also has a 501(c)(3) Foundation. For more than 40 years, the ABI Foundation has worked to improve the lives of Iowans by developing and delivering programs for high school students, college students, and adult professionals. These programs are designed to enhance individual responsibility, develop an educated workforce, and foster active leadership on local and statewide levels.

Position Overview

The Program Manager plays a central role in advancing the Iowa Association of Business and Industry Foundation's mission by overseeing program delivery, participant engagement, and operational management. This position will ensure the success of the Foundation's programs, cultivate strong relationships with participants and stakeholders, and maintain the program's reputation as providing transformational leadership experiences in Iowa.

Key Responsibilities

Program and Event Management

- Plan, coordinate and facilitate programs of the ABI Foundation with an emphasis on the flagship leadership program, Leadership Iowa.
- Develop engaging agendas and interactive formats that highlight key issues (e.g., agriculture, education, healthcare, government, manufacturing, technology, workforce, economic development).
- Source impactful content, coordinate logistics, schedules, participant communications and other resources to support a high-quality experience.
- Collaborate with the Marketing & Communications Director as well as vendors/outsourced assistance to enhance visibility and drive participation.
- Monitor expenses to ensure alignment with annual budget.

Outreach and Engagement

- Identify opportunities to collaborate with stakeholders across the state.
- Identify, recruit, and manage program volunteers, including guest speakers, program planning teams, and other contributors.
- Provide clear communication and support to participants before, during, and after each session.
- Manage the nomination, application, and selection process, including outreach and coordination with the selection committee.
- Strengthen connections with Leadership Iowa's 1,500+ alumni through communications, events, and networking opportunities.



Stakeholder & Partner Relations

- Build and maintain strong relationships with employers, sponsors, host communities, and partner organizations.
- Promote the value of ABI Foundation programming to business, community, and civic leaders across the state.
- Coordinate program sponsorships and support development of scholarship opportunities.

Program Evaluation & Continuous Improvement

- Track program outcomes and participant feedback to measure impact and identify enhancements.
- Maintain program records, data, and participant/alumni databases.
- Uphold the Foundation programs' high standards and integrity with commitment to statewide representation.

Qualifications/Experience

- Strong project management, organizational, and problem-solving abilities.
- Customer-focused relationship builder; able to establish rapport with diverse stakeholders.
- Collaborative team player with strong communication skills with the ability to both lead and follow across organizational levels.
- Self-starter with strong work ethic; able to learn quickly, work independently, and deliver quality results.
- Adaptable and proactive decision-maker with attention to detail.
- Comfortable working with a variety of populations (students, professionals, community leaders).
- Proficient with Microsoft Office, Zoom, databases/CRM systems, and other technology.
- Excellent interpersonal, written, oral, and presentation skills.
- Willingness and ability to travel across Iowa for program sessions (8+ trips annually).

Work Schedule and Location

This position is an in-office role located in Des Moines, Iowa. Regular work hours: Mon-Fri, 8:00 AM to 5:00 PM. Requires availability to work some early mornings and evenings during event periods. Approximately 25-30 overnights and statewide travel required delivery of programming.

Salary and Benefits

ABI offers a comprehensive benefits package for all full-time employees that includes health, dental, vision, disability, 401k and FSA. Salary is commensurate with experience.