



## **Executive Director – East Central Intergovernmental Association, IA**

**Dubuque, Iowa** - The Eastern Iowa Intergovernmental Association (ECIA) is seeking applications from qualified candidates interested in leading this dynamic and highly professional regional governmental organization in eastern Iowa as its next Executive Director. The previous Executive Director retired after serving in the position for 23 years.

ECIA is a regional Council of Governments that provides an impressive range of services to the 67 member communities within a five-county region in eastern Iowa, including Cedar, Clinton, Delaware, Dubuque, and Jackson counties. The programs and services that ECIA provides fall into the following six categories:

- ***Community Development***
- ***Economic Development***
- ***Housing Assistance***
- ***Transportation and Planning***
- ***Public Transit***
- ***Special Programs***

### **The Organization**

ECIA, founded in 1974, is headquartered in Dubuque, Iowa. It employs 45 professional full-time staff and has an annual operating budget of \$9.5 million. Nearly 90% of the organization's funding comes from federal sources and federal pass-through funds, while the balance comes from state and local sources.

ECIA was formed to develop regional solutions for local governments facing similar problems. The organization is committed to working with member governments, their citizens, and others to empower communities and to enhance the quality of life throughout the region. Through membership in ECIA, local governments share resources they could likely not afford individually. The cooperative effort of neighboring governments also means greater efficiency and quality in solving regional problems.

ECIA is governed by a 30-member Council consisting primarily of officials from member public entities as well as other stakeholder organizations throughout the five-county region. A nine-member Executive Committee, composed of members from the whole Council, meets more frequently and is responsible for monitoring the agency's overall operation. ECIA also has several subsidiary boards and commissions that guide and oversee certain specific programs of the organization.

### **The Executive Director**

The ECIA Council appoints the Executive Director, who serves as the organization's chief executive officer and is responsible for managing the organization's day-to-day affairs. The following is a list of some of the more significant duties and responsibilities of the position:

- Direct and coordinate all of the administrative activities of the organization.
- Assist with policy development and ensure the implementation of all policy decisions and directives.
- Develop and oversee specific programs and services as set forth by the ECIA Council and subsidiary Boards and Commissions under the auspices of the ECIA.
- Participates in developing the agency's overall strategic direction and is responsible for evaluating and facilitating the improvement of various ECIA processes, practices, and services.

- Leading, guiding, and supervising all organization staff while maintaining a team-oriented work environment and ensuring that all employees are highly motivated and fulfilled.
- Assist with grant procurement and administration, including grant program oversight when needed.
- Liaison with the member agencies and all other organization stakeholders, including national, state, and local agencies and officials.
- Represent the organization in various meetings, events, and activities and maintain strong and productive relationships with all external stakeholders.

Qualified candidates for the position should possess, at a minimum, a bachelor's degree in planning, public administration, or some other related field of study. A master's degree is desirable but not required. Candidates should also possess a minimum of five (5) years of progressively responsible managerial/supervisory experience, preferably within a public sector organization.

The ideal candidate for the position will possess the following skills, experience, and leadership attributes:

- A thorough knowledge of community and transportation planning principles and practices.
- Experience and knowledge in the areas of economic development, community development, housing, and public transit services.
- Considerable knowledge of human resource management and organizational development, including significant supervisory and leadership experience.
- Ability to develop and maintain productive and harmonious relationships with employees, Board members, customers, the general public, and all other organization stakeholders.
- Strong business management acumen, including experience developing and administering budgets and developing and implementing organizational policies and procedures.
- A working knowledge of applicable federal, state, and local legislation, procedures, guidelines, and processes.
- Strong skills in grant procurement and administration.
- Working knowledge of various technologies and computer-related applications that are relevant to a regional public sector intergovernmental agency.
- Excellent ability to communicate, both verbally and in writing, and the ability to effectively present complex ideas and concepts to a variety of audiences.
- Integrity, honesty, transparency, and empathy are all essential attributes for the Executive Director.

### **Compensation and How to Apply**

The annual salary range for the Executive Director position is \$149,286 to \$177,454 DOQ/E. In addition to the salary, ECIA provides a comprehensive package of fringe benefits, including participation in the Iowa Public Employee.

Retirement System (IPERS). The successful candidate will be required to establish residency within the five-county region of ECIA.

Please apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter, and contact information for five professional references by February 14, 2025. Confidential inquiries about the position and/or the selection process may be directed to Mark R. Peterson, MGT Approved Independent Executive Recruiter, at (309) 825-5091.

***The ECIA is an Equal Opportunity Employer***