



City of Cedar Rapids

Veterans Memorial Facility Director

SALARY	\$94,619.20 - \$132,392.00 Annually	LOCATION	Vets- 50 2nd Ave Bridge Cedar Rapids, IA
JOB TYPE	Full-Time	DEPARTMENT	Veterans Memorial
OPENING DATE	07/28/2026	CLOSING DATE	8/18/2026 11:59 PM Central
FLSA	Exempt	BARGAINING UNIT	NON_BARGAINING

The **City of Cedar Rapids** is seeking an experienced and visionary leader to serve as our **Veterans Memorial Facility Director**. This is a rare opportunity to lead one of our community's most respected public facilities - a place dedicated to honoring the service and sacrifice of our nation's veteran's while serving as a gathering place for community events, education, and remembrance.

As the Veterans Memorial Facility Director, you will oversee every aspect of the facility's operations, provide leadership that ensures the Memorial remains a premier destination for visitors and a source of pride for our community.

Responsibilities include directing daily operations, developing and managing the operating budget, planning and overseeing Capital Improvement Programs (CIP) projects, leading and developing staff, and safeguarding the facility's historical assets for future generations.

About our Organization

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds, and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

About our Community

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. [Cedar Rapids - Why you should live here!](#)

About this Opportunity

Directs the operations, maintenance, preservation, and long-range planning of Veterans Memorial facilities, including facility operations, capital improvement projects, budgeting, personnel management and historical asset preservation working in conjunction with the City Manager's Office and CMO directed departments. Oversees staff, contractors, facility maintenance projects, and veterans' memorial-related operations to ensure safe, efficient, and well-maintained public facilities while supporting the mission of honoring veterans and serving the community.

The City of Cedar Rapids does not offer sponsorship for employment authorization.

Essential Duties & Responsibilities

Job Duties and Responsibilities

- Develops, administers, and monitors operating budgets, capital improvement program (CIP) budgets, and capital equipment plans.
- Plans, prioritizes, and oversees preventative maintenance, repairs, renovations, and facility improvement projects.
- Administers capital improvement projects (CIP), including project planning, bid development with follow-through, contractor coordination, and contract administration.
- Develops bid specifications, lease agreements, service contracts, and requests for proposals; monitors contractor and vendor performance.
- Works with the City Finance team to prepare and present budget recommendations, capital project proposals, and operational updates to the Veterans Memorial Commission and City Council liaison.
- Working in conjunction with the City Facilities Manager, oversees memorial facility operations schedules, inspections, maintenance programs, and work assignment priorities.
- Supervises assigned staff, including assigning work, providing training, monitoring performance, and ensuring compliance with City policies and safety standards.
- Coordinates with City departments, contractors, tenants, veteran's organizations, and community groups regarding memorial facility operations and projects.
- Oversees the preservation, cataloging, maintenance, and exhibition of the VMC museum collections, library material, and historical assets.
- Ensures compliance with all applicable laws, State regulations, safety standards, and City policies.
- Performs related work as required.

Qualifications

Required Education and Experience

- Bachelor's degree in facilities management, construction management, engineering, , or a related field and five to seven years of experience in facilities management, building operations, construction management, project management, or related experience including supervisory experience OR
- An equivalent combination of education and/or experience (i.e. one year of relevant full-time experience may substitute for one year of education)
- Strong written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with diverse populations

Required Licenses or Certifications

- Valid U.S. Driver's License

Desired Qualifications

- Experience working with veterans' organizations, memorial commissions, or community groups serving veterans.

Supplemental Information

Work Schedule

- Monday- Friday 8:00am to 5:00pm

Benefits

We offer benefits and beyond for our employees and their families!

- Multiple health insurance plans administered by Wellmark Blue Cross and Blue Shield with low employee premiums, deductibles, and co-insurance (view our benefits summaries for more information: [Choice Plan](#))

([Download PDF reader](#)) and [Traditional Plan](#) ([Download PDF reader](#))

- Expansive Wellness Program and low cost onsite exercise facilities
- Dental Insurance with Delta Dental of Iowa
- 100% city paid basic life insurance
- Other voluntary benefits offered including vision, long-term disability, and supplemental life insurance
- IPERS Retirement - Iowa Public Employees Retirement System, with contributions of 6.29% employee/ 9.44% City ([IPERS](#)). ([Download PDF reader](#))
- Deferred Compensation (IRS Section 457) retirement programs
- Generous paid time off AND 11 paid holidays per year
- Paid Parental Leave program with 4 weeks of paid time off
- Annual salary increases, AND an annual across-the-board increase (determined by available budget)
- Longevity Pay for years of service
- Educational assistance up to \$3,000 per year
- A culture that is supportive and committed to professional development opportunities
- Public Service Loan Forgiveness – Employees may qualify for the PSLF program which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. [See more information here](#)

Equal Opportunity/Affirmative Action Statement

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

Applicants with Disabilities

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at hr@cedar-rapids.org.

Employer

City of Cedar Rapids

Address

101 1st Street SE

Cedar Rapids, Iowa, 52401

Phone

319-286-5000

Website

<http://www.cedar-rapids.org/>

Veterans Memorial Facility Director Supplemental Questionnaire

*QUESTION 1

Which of the following best indicates your highest level of education?

- ☐ I do not have a High School diploma or GED
- ☐ High School diploma or GED

- ☐ Some college (at least the equivalent of 1 year)
- ☐ Associate's degree or vocational equivalent
- ☐ Bachelor's degree
- ☐ Master's degree or higher

***QUESTION 2**

What was your major or primary field of study?

- ☐ facilities management, construction management, engineering
- ☐ Other, related to facilities management, construction management, engineering
- ☐ Other major
- ☐ no degree

***QUESTION 3**

How many years of experience do you have in facilities management, building operations, construction management, project management, or related experience including supervisory experience?

- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience
- ☐ At least 3 years of experience
- ☐ At least 5 years of experience
- ☐ At least 7 years of experience
- ☐ At least 9 years of experience
- ☐ More than 10 years of experience

***QUESTION 4**

Which of the following best indicates your total years of experience where primary duties consisted of facilities management, building operations, construction management, project management, or related experience including supervisory experience? Please only include experience where your primary job responsibilities were in one of these areas.

- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience
- ☐ At least 3 years of experience
- ☐ At least 5 years of experience
- ☐ At least 7 years of experience
- ☐ At least 9 years of experience

***QUESTION 5**

Please share your work experience in the following areas: Facilities Management, Building Operations, Construction Management, Project Management, or related experience including Supervisory Experience.

***QUESTION 6**

Which of the following best describes your proficiency with Microsoft Office?

- ☐ Beginner – Able to perform basic tasks such as creating simple documents, entering data, sending emails, and using basic formatting.

- ☐ Intermediate – Comfortable with day-to-day use, including formatting documents, using basic formulas in Excel (e.g., SUM, AVERAGE), managing calendars, and creating standard presentations.
- ☐ Proficient – Regularly uses Microsoft Office in a professional setting; able to create complex documents, use intermediate Excel functions (e.g., IF statements), and manage data efficiently.
- ☐ Advanced – Highly skilled; able to use advanced Excel functions (e.g., VLOOKUP/XLOOKUP, data analysis tools), automate tasks, create polished reports/presentations, and troubleshoot issues.
- ☐ Expert – Deep expertise across multiple Office applications; designs complex spreadsheets and reporting tools, uses advanced automation (e.g., macros), and may train or support others.

***QUESTION 7**

Please share how you have demonstrated strong communication skill professionally via Written, Verbal, or Interpersonal.

***QUESTION 8**

Briefly describe your experience working collaboratively with diverse groups of people.

***QUESTION 9**

Do you have a valid Driver's License?

- ☐ Yes
- ☐ No

***QUESTION 10**

Please share your experience working with veterans' organizations, memorial commissions, or community groups serving veterans.

* Required Question