

Assistant Director Job Description

The Iowa Dental Association is seeking a highly motivated, energetic, and self-directed association professional to fill a newly created role in our organization. The Assistant Director position is ideal for someone who thrives in a fast-paced, results-oriented culture. In close partnership with, and reporting directly to, the Executive Director, this position manages the day-to-day internal operations of the association by supporting IDA's Board of Trustees and managing staff workflow and assignments.

Governance and Leadership (25%):

- Work directly with the executive director and participate in all IDA, IDF, and IDPAC board meetings; assist leadership with onboarding and role transitions
- Build and sustain relationships with various internal and external stakeholder groups, including Board of Trustees, American Dental Association, district and committee chairs and members, government agencies, and other interested parties; identify new opportunities to strengthen partnerships to advance the association's goals

Organizational Management (25%):

- Under the leadership of the Executive Director, manage staff and coordinate daily work in support of strategic plan; create and track critical deadlines; monitor responsibilities and deliverables, and report regularly to the executive director on the status of all projects; ensure collaboration and coordination among staff to ensure efficiencies; assist in the selection, training, orientation and evaluation of staff
- Serve as the Association's project management lead; assess critical needs of the association, and develop policies and practices to improve efficiency, effectiveness and relevance
- Perform duties of Executive Director during absence; manage vendor and consultant relationships and review contracts to ensure agreements are in the best interest of IDA

Membership Services (25%):

- Create and oversee programs to maximize membership engagement, including grassroots recruitment efforts; create, oversee and lead committees; ensure committee objectives align with the association's strategic plan
- Create and manage district structure to provide them with administrative and management assistance from IDA as needed, such as ongoing communications, assistance with event registrations, and financial management; establish continuity among districts, including updating district bylaws
- Improve value of district meetings by supporting the professional growth and development of the district leaders; develop and occasionally present IDA updates for district meetings
- Oversee membership database to ensure data integrity; identify and implement database efficiencies; leverage technology for the benefit of the association

Iowa Dental Foundation (25%):

- Serve as the Assistant Director of the Iowa Dental Foundation (IDF) and work in close coordination with the IDA Events and Operations Manager; lead IDF board meetings and committees as assigned. Provide effective oversight of the IDF
- Evaluate existing programs and identify opportunities to develop programs and expand the reach and impact of the IDF; identify ideal governance structure; implement strategic plan and revise bylaws
- Oversee grant-writing and fundraising efforts; identify opportunities, develop proposals, implement grants received and appropriate reporting
- Create and implement activities to enhance a culture of philanthropy and stewardship that appropriately and consistently promotes engagement and fundraising strategies, including special events, direct mail appeals, individual solicitation, etc.

Note: the above list is an attempt to delineate general responsibilities. This position must be flexible to provide for the current needs of IDA. Additional duties shall be added and modified as necessary.

Candidates will possess the following qualifications and skills:

- Minimum of a bachelor's degree in management, business administration, marketing, finance, public health or a related field; CAE encouraged
- Minimum of five years of progressive experience in project management, administration, and in-depth knowledge of the association industry, including governance, management and operations
- Demonstrated ability to work independently and efficiently on a variety of concurrent tasks
- Strong written and oral communication skills
- Experience with membership platforms, with a preference for Aptify experience
- Extremely organized, efficient and detail-oriented. Strong project management skills required, and ability to simultaneously manage multiple projects with varying timeliness and deadlines.
- Exceptional ability to work well in a fast-paced and fluid environment, while maintaining meticulous attention to detail and adhering to established timelines
- Leadership skills to communicate effectively, build trust and lead teams and committees. Must have developed emotional intelligence skills.
- Strong technical skills with proficiency in Office 365, specifically Outlook, Word, Excel, and PowerPoint
- Ability to make sound business decisions and independently carry out day-to-day management functions in support of mission and strategic goals
- Some travel required, encompassing both day trips and overnight

Location: The IDA office will be moving from its current location in Johnston to Des Moines' East Village in the Spring of 2019. The new headquarters will provide the association the space necessary to carry out its diverse activities and will allow for a convenient location for legislative interactions. For more information about IDA, visit iowadental.org.

Equal Employment Opportunity: The IDA is an equal opportunity employer. All qualified applicants will receive consideration for employment in open positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, protected veteran status, genetic information, or any other characteristic protected by law. IDA will also provide reasonable accommodations, as required by law, to qualified applicants and employees with disabilities and will ensure that all employment decisions are based only on valid job requirements.

Salary Information: Salary based on experience. Generous benefits package includes PTO, retirement plan, and health insurance.

Application instructions: please submit a cover letter, including salary requirements, and resume to jobs@iowadental.org. Put "Assistant Director" in the subject line. Resumes will be reviewed as received. Final candidates will be required to successfully complete a background check.