

## Iowa Schools Buildings and Grounds Association (ISBGA)

### Executive Director

<b>Job Title:</b>	Executive Director of the ISBGA
<b>Location:</b>	State of Iowa, some travel will be required
<b>Terms:</b>	1-year contract as a consultant
<b>Salary/Rate:</b>	Salary \$750 a month plus \$200 a month for computer, phone, and internet

**About the Organization:** ISBGA is an organization for Iowa Schools Buildings and Grounds supervisors to:

- Collaborate on common issues related to school problems and concerns.
- Review best practices in other districts to optimize resources for the taxpayers.
- Showcase experts to share different perspectives on processes and services.
- Grow the organization.

For details, please see the following page.

## Iowa Schools Buildings and Grounds Association

The Iowa Buildings and Grounds Association (ISBGA) was formed in 1988 to provide a platform for individuals engaged in managing and maintaining buildings and grounds of educational facilities to collaborate and network. The ISBGA is composed of an Executive Director, Officers (elected for 2- and 3-year terms), and a Board of Directors composed of 4 active voting members, elected to 2- and 3-year terms, and 1 non-voting member, elected to a 1-year term.

### Executive Director

The Executive Director of the ISBGA will be hired as an independent consultant in a contract position, accountable to the ISBGA Board of Directors. He/She will report directly to the ISBGA President. The contract will be evaluated on an annual basis by the Board of Directors and may be subject to negotiation of responsibilities.

### DUTIES

The duties of the Executive Director will be as follows:

- 1) Be the point of contact for the ISBGA.
- 2) Manage the daily business functions of the ISBGA.
- 3) Develop a plan to increase ISBGA membership within the State of Iowa.
- 4) Develop and foster public relations within the membership roster and potential new members.
- 5) Develop a plan to increase the number of Sponsor Members (vendors, consultants, etc.).
- 6) Plan the agenda and organize quarterly meetings.
- 7) Manage all mass communications initiated by the ISBGA.
- 8) Plan the annual Summer Conference, including speakers and vendors.
- 9) Provide a summary of accomplishments and a progress report for the Officers and Board of Directors prior to the quarterly meetings.
- 10) Assist the Treasurer, as needed, with the quarterly Financial Report. Have the itemized reports available at each quarterly meeting for review.
- 11) Assist the Officers with updating and maintaining all required filings for a Chapter 504.1613 Non-profit Organization with the Secretary of State in a timely manner.
- 12) Manage and develop content for the ISBGA.org website, LinkedIn profile, and Facebook page.
- 13) Submit a monthly request to the President for the Contract Fee and allowable expenses by the 15<sup>th</sup> of the month (payable by the 25<sup>th</sup> of the same month).
- 14) Other duties, as negotiated with the ISBGA Officers.

## **COMPENSATION**

In return for the above-outlined services, the Executive Director will receive the following:

Monthly compensation in the amount of \$750 per month (\$9000 per year).

Allowable expenses:

- 1) Internet service and phone plan reimbursement in the amount of \$200 per month.
- 2) Office supplies and postage.
- 3) Travel expenses: Hotel accommodations, Meal allowance (Executive Director only) not to exceed \$30 per day, including tip and Mileage reimbursement (\$0.55 per mile).
- 4) Other expenses as necessary with prior approval.

Please send cover letter and resume to the ISBGA Board of Directors by June 30, 2023

Email your info to [ISBGA@isbga.org](mailto:ISBGA@isbga.org)