

TDC Executive Director Profile

The Directors Council (TDC) is seeking a proven leader with a demonstrated record of working in the non-profit or government sectors and experience in policy research, advocacy, and organizational management. The Executive Director will be a team builder with the ability to collaborate with a volunteer board of directors while advancing an aggressive agenda focused on improving life outcomes for individuals of African descent living in Polk County, Iowa.

The State of Iowa reports that Blacks constitute 4.3% of the state's total population; approximately 137,863 people. While Iowa has experienced significant notable progress historically, the present state of blacks in Iowa reflect the need for greater community engagement in efforts to preserve the integrity of freedom and equality for Black Iowans. For more than 25 years, TDC, comprised of non-profit and for-profit individuals of color, has provided outstanding cross sector leadership to the region. TDC's groundbreaking One Economy work, first launched in 2017 and revised with additional data in 2020, has provided an extensive diagnostic and blueprint that has led to increased efforts focused on reducing disparities in the areas of health, education, employment, housing, and financial inclusion. TDC is also home to the American Leadership Academy, Black Urban Professionals and a host of initiatives intended to advance the cause for individuals of African descent living in the region.

TDC is seeking a committed, engaging and community driven leader to serve as its Executive Director. The successful candidate should possess the following characteristics and qualifications:

- A proven leader with a demonstrated record of improving outcomes for individuals of African descent.
- A fierce champion for the African American and African community with the ability to build an advocacy and public policy agenda required to address the disparities faced by individuals of African descent.
- An honest and visible advocate for TDC with experience in coalition building who maintains an active role in the civic life of the community and willingly represents TDC at community tables.
- A team builder with the ability to increase community understanding and grassroots engagement with the One Economy initiative.
- An advocate for individuals of African descent who is willing to take the necessary risks to achieve One Economy outcomes and goals.
- A fiscally savvy and creative leader who has fundraising and budgeting experience.
- A courageous and politically astute leader who possesses the capacity to advocate at the local, state, and federal levels and a willingness to maintain a nonpartisan stance.
- A transformational leader with the capacity to continually advance TDC's vision, mission, and strategy development.



TDC Executive Director Job Description

Job Title: Executive Director, The Directors Council (TDC)

Reports to: TDC Board of Directors

Job Status: Exempt, Full-time

Location: TDC functions as a hybrid operation in Greater Des Moines, IA

Salary Range: \$90,000-\$120,000

Benefits: Health Insurance, Retirement, PTO

Application Deadline: April 30, 2023 at 11:45 PM CST

Application Process: Invited applicants will participate in virtual and in-person interviews during May; a decision is expected to be made by May 30th.

To apply: <https://www.tdcdsm.org/tdcjobs>

Inquiries: info@tdcdsm.org

About The Directors Council:

Formed in 2004, [The Directors Council](https://www.tdcdsm.org) is a nonprofit 501(c)3 network of local African American leaders, institutions and allies who seek to improve the conditions of individuals and neighborhoods of community members defined as “Black Polk County”. TDC convenes local, state and national expertise to develop programs, launch initiatives and support policy to reduce the disparities and inequity experienced by African American/Black/African Diaspora members of the Greater Des Moines community (Polk County, Iowa). TDC’s groundbreaking [One Economy](#) work, first launched in 2017 and revised with additional data in 2020, has led to increased efforts to reduce disparities along the social determinants of health and increase support for innovative solutions to ensure the economic health and well-being of Black Polk County.

TDC works closely with newly established [One Economy Financial Development Corporation](#), an organization focused on increasing access to economic opportunities for Black Polk County. OEFDC empowers underserved communities in Central Iowa to create financial stability and wealth by providing training, coaching, and loans to individuals and small business owners.

Job Summary:

Under the advisement of the TDC Board of Directors, the Executive Director is responsible for administration of the organization in accordance with TDC by-laws and with respect to the organizational mission, vision, goals and policies as adopted by the Board. The Executive Director is responsible for working with the Board to set organizational vision; pursuing support for program and policy initiatives to fulfill this vision, including through actively fundraising, coalition building, and advocacy efforts; coordinating the work of the Board; and providing oversight of all TDC staff and contractors. The Executive Director will ensure the fiscal integrity of the organization, including applying for, managing, and reporting on various public and private funding sources. The Executive Director is responsible for positively representing TDC’s public presence and brand to all stakeholders and serving as the organization’s principal spokesperson.

Essential Duties include the following; other duties may be assigned:

- 1) Leadership
 - a. Board Governance
 - i. Work effectively to maximize Board efforts for the benefit of the organization. Maintain a focus on the vision and mission of the organization and provide leadership on its development and maintenance.
 - ii. Develop Board Committees in support of organizational mission to include: Governance, Finance/Audit, and Policy.
 - iii. Develop and implement strategy for Board recruitment.
 - b. Strategy Development
 - i. Develop and lead organizational programmatic strategy
 - ii. Develop and lead organization major initiatives strategy, such as the One Economy effort.
 - iii. Develop and lead organizational policy strategy to support identified goals through the One Economy effort.
- 2) Operations and Administration
 - a. Administer and maintain the ultimate responsibility for the organization's daily operation through system of leadership, management and accountability.
 - b. Develop and maintain sufficient administrative structure to carry out the goals of the organization.
 - c. Develop and implement the organization's strategic plan.
 - d. Carry out supervisory activities for staff and contractors including: planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
 - e. Attend all necessary meetings to ensure communications are maintained with all program components.
 - f. Maintain and enhance the organization's ability to recruit, develop and retain staff and contractors, as appropriate.
 - g. Shall serve as lead fundraiser for the organization to maintain and enhance the organization's ability to expand its fiscal opportunities to sustain the organization.
- 3) Reputation, Advocacy, Coalition Building
 - a. Represent the organization and provide leadership and advocacy at the local, state and national level. Act as organization's representative in roles of advocacy, formation of public policy, marketing and public relations.
 - b. Establish and maintain an active role in the civic life of the community to represent TDC goals and objectives; serve on community and civic organizations as appropriate.
 - c. Active involvement in local, state and national organizations related to the interests of TDC in accordance with our mission and vision.
 - d. Provide leadership and advocacy within local grassroots and African American/Black/African Diaspora-serving organizations.
 - e. Assume a presence among top levels of various governmental agencies and within executive and legislative branches of state and local government to promote the interests of the organization in accordance with organizational mission and vision.

Special Requirements:

- Must have ability to travel locally, and at times statewide as well as to national events, with overnight travel on occasion.
- Professional references will be required; finalists will be subject to a background check

Qualification Requirements: An individual must be able to perform each essential duty satisfactorily; reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:

- 1) Education and/or Experience: Bachelor's level education or higher, or equivalent work experience, in public administration, economics, human services, social work, public health or related fields to the work of TDC organizational mission and vision.
- 2) Experience leading cross-sector initiatives with a proven track record of developing and implementing policy and advocacy strategies.
- 3) Experience engaging with upper level management including demonstrating experience in areas of fiscal management, public relations, program management and evaluation, and policy advocacy.
- 4) Recent experience working with local and/or state government; working with local community organizations; and working in coalition building capacities.
- 5) Must have demonstrated active interest in and positive relationship with African American/Black/African Diaspora community in Polk County.
- 6) Must have demonstrated excellence in verbal, written and communication skills, including presentation skills.
- 7) Must have ability to interpret analysis and governmental processes to inform TDC policy, advocacy and organizational efforts.
- 8) Must have ability to write reports and correspondence, including effectively presenting information and responding to questions from various community stakeholders.
- 9) Must have ability to successfully perform all basic math functions in support of fiscal management.
- 10) Physical demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must occasionally lift and/or move up to 10 lbs. Specific vision ability required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- 11) Employee is expected to maintain a suitable work space in their residence as well as have the opportunity to work out of an office space provided by TDC.
- 12) Must be able to use Microsoft Suite, Google Suite, and other software systems necessary to carryout job functions.

CONFIDENTIALITY: The Directors Council is conducting a closed and confidential hiring process. All aspects of this process will remain confidential both during the search and after the completion of the search process.