

**Title: Manager, Member and Investor Relations**

Please send cover letter and resume to: Mike Ralston, President; mralston@iowaabi.org

Position Summary

This position is responsible for short and long-term strategic planning in order to position ABI and its educational and leadership programs as the go-to resource for business leaders and classroom to career connections in the state. The individual will be responsible for spearheading strategic initiatives and the planning, coordination, and management of ABI's development efforts.

The successful applicant will work with external and internal constituencies to promote ABI, its members and Iowa's business community. This role is an integral part of a professional team, providing fundraising and return on investment for ABI members and the programs they support: Leadership Iowa, Business Horizons, Leadership Iowa University, and Elevate Advanced Manufacturing as well as other associated events.

Organization Overview

The Iowa Association of Business and Industry (ABI) has been the voice of Iowa business since 1903. ABI is Iowa's manufacturing and general business trade association and its purpose is to provide a strong, unified voice regarding issues affecting Iowa employers. ABI is comprised of member companies of all types and sizes in all 99 counties employing more than 330,000 Iowans. ABI's mission is to nurture a favorable business, economic, governmental and social climate within the state of Iowa so our citizens can have the opportunity to enjoy the highest quality of life.

ABI's 501 (c)(3), the ABI Foundation works to improve the lives of Iowans by developing and delivering programs for high school students, college students, professionals, and community leaders. These programs are designed to expand knowledge, enhance individual responsibility, develop a talent pipeline and educated workforce and create active leadership on local and statewide levels.

Duties and Responsibilities

- Plan, organize and manage annual fundraising, including (but not limited to): memberships, sponsorships, scholarships, annual appeal, annual auction, golf fundraiser, alumni membership dues, endowment and planned giving.
- Develop strategies to encourage new gifts and grants, as well as increase current investor contributions.
- Initiate donor identification, tracking, cultivation and communication to assure understanding of, interest in and involvement with the association.
- Prepare annual fundraising goals and budgets in consultation with the ABI President and Executive Vice President.
- Develops and maintains relationships with organizations and aligns ABI as a strategic partner. Works in collaboration with other associations, educational institutions, and state agencies in the development of quality education programs.
- Works with various boards, committees, and task forces of the Association. Serves as a representative of the Association to outside groups and the general public as needed.

Knowledge, Skills, and Abilities

- Ability to develop strong relationships, easily build rapport and earn the respect of ABI members, investors and community partners

- Outstanding written and oral communication skills
- Ability to manage workflow and prioritize responsibilities
- Demonstrated attention to detail, with the ability to manage multiple, complex projects simultaneously in an effective and organized manner
- Ability to work with a variety of populations, including those in high school, college, young professionals and established adults
- Solid business acumen with a driven, positive, and professional attitude and strong work ethic
- Strong problem solving and decision-making skills
- Ability to learn quickly and multi-task efficiently
- Excellent interpersonal skills
- Ability to think and act in a proactive manner, and take on additional responsibilities as needed to accomplish goals
- Demonstrated proficiency with Microsoft® Office products including PowerPoint, Word and Excel

In summary, the person will be an enthusiastic, relationship-builder and fundraiser with very strong planning and management skills. He/she will be deeply committed to the economic future of Iowa and the strength of ABI's leadership and education programs. The successful candidate will be a mature, fluent communicator. He/she will also have the refined sensibilities necessary to work closely with local and statewide leaders and volunteers within the organization.

Education and Previous Experience

A minimum of a bachelor's degree is recommended. Candidates must have fundraising experience, including campaign planning and development, major donor solicitation, special events planning and experience with endowment and planned giving campaigns. A background in Association, Foundation and/or non-profit work or management is helpful.

Work Schedule

Regular work hours (during non-event weeks): Mon-Fri, 8:00 a.m. - 5:00 p.m. Extra hours may be required at times to complete projects or in preparation of larger events/programs. Overnight travel periodically in state is required, approximately one to two times per month.

Salary and Benefits

ABI offers a comprehensive benefits package for all full-time employees that includes health, dental, vision, disability, 401k and FSA. Salary is commensurate with experience.