



**IOWA PROJECT A.W.A.R.E.**  
A Watershed Awareness River Expedition

## **Job Description**

### **Job title: Event Director**

Job Type: Full-time, Temporary Position

Beginning: Jan 1st Through Aug 31, 2024

Base Salary: \$38,170/year

Reports to: Board of Directors

Primary Location: Must be available for regular meetings; in-person or via Zoom

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N-Compass, Inc. is a non-profit organization that supports the continued success of the annual Iowa Project AWARE event and associated programs. N-Compass, Inc. is an independent organization, registered with the State of Iowa as a 501(c)(3) nonprofit.

Iowa Project AWARE— A Watershed Awareness River Expedition — is the state’s largest river cleanup event. The event educates participants while improving the health of Iowa’s rivers and streams. Volunteers spend a week in an Iowa river watershed removing trash from the river, boat by boat. Since 2003, Iowa Project AWARE has hosted 5,560 volunteers from across the country, cleaned 1,310 river miles, removed 918,795 pounds of trash, recycled 77% of the trash collected, and inspired additional cleanup events around the state.

Through the AWARE cleanup event, we are working to build a community actively engaged in enjoying and maintaining Iowa’s watersheds. Clean water and recreational opportunities — including paddle sports, hunting, and fishing — are a crucial part of Iowa’s economy and quality of life.

**Job Description:** The Event Director is responsible for managing all aspects of the 2024 Iowa Project AWARE event. This position reports to the Board of Directors. Key responsibilities for the role include management, administration, volunteer staff leadership; program development; fundraising and donor engagement; and fostering programmatic partnerships.

### **Leadership Responsibilities**

- As the Primary Point of Contact for the 2024 event, the Event Director would direct and lead all of the planning committees associated with the Iowa Project AWARE 2024 event

### **Financial Responsibilities**

- Oversee finances in collaboration with the Treasurer and the Board of Directors
- Support effective budgeting and tracking of revenues and expenses and accurate cash flow projections

- Ensure compliance with legal, financial, accounting, and ethical requirements, and clear financial reporting (including annual audits)
- Lead overall strategy for grant funding; oversee design and submission of grant applications, particularly at the state and federal level, and manage the implementation of grant-funded work
- Fundraise in partnership with the Board of Directors, set strategy and direct annual and long-term plans that cultivate, maintain, and grow relationships with a broad range of supporters, including individuals, local and national foundations, and local, state, and federal government funders, and that ensure a diversity of revenue streams
- Attend to and grow existing relationships with major donors and foundations, and personally solicit major gifts
- Identify and engage new donors
- Collaborate with the Board of Directors to manage effective fundraising systems that track donor data and trends

### **Communications and Marketing Responsibilities**

- Along with the Board of Directors, identify opportunities, strategies, and partnerships that enhance the visibility of Iowa Project AWARE
- Serve as a spokesperson for the N-Compass and represent Iowa Project AWARE to a broad constituency of funders, individual donors, and the media
- Foster and sustain a strategic network of regional water quality and conservation focused partners
- Connect with relevant community leaders and elected officials, staff, and commissions and support mission-related policy initiatives as appropriate

### **Knowledge, Skills, and Abilities**

While no single candidate is likely to possess every qualification listed below, the following are considered priority areas:

- Record of Leadership. Demonstrated experience leading mission-oriented teams
- Passion for Iowa Project AWARE
- Operational excellence. Experienced in effectively building and implementing events
- Intellectual leadership. Practiced at forward-looking thinking, innovation, and strategic planning; open to changing situations and opportunities
- Effective communication. Ability to passionately and effectively share Iowa Project AWARE work with a range of audiences; impeccable written and verbal communications skills
- Relationship Building. Cultivates relationships with a range of partners, stakeholders, and community members with authenticity and care
- Emotional intelligence. Leads with empathy and active listening; has strong collaboration skills
- Managerial expertise. Record of recruiting, developing, mentoring, and managing volunteer staff
- Water Quality knowledge. Expertise with issues related to water quality, geology, agriculture, conservation, land use, and other relevant environmental issues facing the Midwest today
- Local ties. Familiarity with, or personal or professional connections to, County Conservation Boards, Naturalists, or other outdoor recreational organizations
- Competent in the use of Google Workspace, Microsoft Office, and QuickBooks or similar accounting software
- Fundraising acumen. Skilled fundraiser with a successful record of revenue generation through

individual and corporate philanthropy; government and foundation grants; and event-based fundraising

### **Equal Employment Opportunity**

N-Compass, Inc is an equal opportunity employer. We strongly encourage and seek applications from people of color, bilingual and bicultural individuals, women, and members of the LGBTQ communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process.

### **Work Environment, Travel, Hours, and Schedule:**

- N-Compass, Inc is based in Cedar Rapids and Iowa City, Iowa. In general, our organization enjoys a fast-paced environment with the majority of time devoted to desk work. Physical demands are minimal and typical of office work. Some evening and weekend work may be required.
- Periodic business travel, estimated at up to 20% of time and predominantly local, may be required for site visits, and other in-person collaboration. Business travel arrangements are the responsibility of the employee and costs are eligible for reimbursement.
- This is a full-time position, primarily during the workday that requires some weekends and evenings. Due to the seasonality of the event, the workload can be less during late winter and substantially increase during early spring and summer.
- This position can be done remotely from a home office about 80% of the time. Must be available for the event July 7-12.

### **Compensation**

The Event Director is a full-time, temporary (40 hours per week) position, beginning January 1st - ending August 31st.

Salary is commensurate with experience and qualifications.

Event Director salary

Total Package includes

Base salary \$3,170 x 8 months = \$25,360

Health insurance co-pay \$300 a month x 8 = \$2,400

Tech budget:

- Internet \$80 x 8 = \$640
- Zoom Account for meetings \$40 x 8 = \$320
- Microsoft account \$10 x 8 = \$80
- Computer \$1,000 stipend

Travel budget

Reimburse mileage at state rate

**TOTAL: \$29,800.00 package for 8 months**

Please direct any questions about the role or application process to Laura Semken, President N-Compass, Inc. at [laura@iowaprojectaware.org](mailto:laura@iowaprojectaware.org)

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### **Application instructions**

To apply, please send a cover letter and resume to Laura Semken by **Monday, November 27th, 2023**. In your cover letter, please address: your leadership and management style; your experience managing large events and your familiarity with and experience in Iowa Project AWARE (if relevant).

Applicants who are selected for an interview will be notified once the initial recruitment period has ended; first round interviews are anticipated to start the week of **December 4th**. Finalists will be asked for 3 references who can speak to their qualifications and candidacy.

#### **Send applications by mail or email to:**

**Laura Semken**

**1235 Brook Lane**

**Boonville, Mo 65233**

**e-mail to** Iowa Project AWARE - [laura@iowaprojectaware.org](mailto:laura@iowaprojectaware.org)