



## ISETA Executive Director Job Description

The Iowa Solar Energy Trade Association (ISETA) is a professional organization dedicated to excellence in safety, quality of workmanship and technical standards for the benefit of the photovoltaic industry and its clients in the state of Iowa through public policy, public relations and education.

ISETA is seeking a part-time Executive Director (on a contract basis) to help fulfill its mission by growing membership, improving member engagement, and participating in legislative affairs.

### OVERVIEW

- Assure that the Board of Directors is an effective, diverse body that governs the affairs of the organization and assures that individual members can contribute in meaningful ways to the organization's achievement of its mission and financial objectives
- Provide leadership in developing program, organizational, and financial plans with the Board and staff, and carry out plans and policies authorized by the Board
- Maintain a working knowledge of significant developments and trends in the field.
- Grow ISETA membership

### PUBLIC RELATIONS & COMMUNICATIONS

- Serve as the public face of ISETA and represent the organization in public and community settings
- Actively pursue collaborative and partnership opportunities
- Establish sound working relationships with members and industry stakeholders
- Work with PolicyWorks to maintain website, social media platforms and newsletter database
- Keep the board fully informed on matters affecting the organization's ability to pursue its mission

### MEMBER MANAGEMENT

- Membership Solicitation and Retention
- Work with consultants to manage member database and ensure data is accurate
- Provide updates to members through email, conference calls, webinars, and other formats as appropriate

### ASSOCIATION MANAGEMENT

- Develop and circulate Board Meeting agenda
- File quarterly filings to the Iowa Ethics Commission
- Work with Treasurer to maintain all filings with IRS, Iowa Dept of Rev. and other agencies
- Establish fundraising goals and seek out and secure earned income opportunities
- Manage election process of ISETA Board

### LEGISLATIVE AFFAIRS

- Work with PolicyWorks on all Legislative affairs as needed
- Work with PW to facilitate Advocacy Days at Iowa State Capitol
- Review energy related bills and amendments

### ADDITIONAL ITEMS OF NOTE

- Travel required, access to reliable transportation needed
- Available on weekends and nights as required, particularly during the legislative session
- Use home office and personal office equipment

**WORK SCHEDULE:** Average 80 hrs/month or 20 hrs/week

**COMPENSATION:** \$2,000/month, 25% of new membership fees, expenses reimbursed up to \$1,500/yr