



## **Career Center - Search for Openings**

### **Executive Director - Association of Idaho Cities**

Date Posted: 11/1/2019  
Location: Idaho  
Country: United States  
Primary Category: Executive Director

#### **Description & Details**

The Association of Idaho Cities (AIC) located in Boise, Idaho, is seeking an innovative candidate to serve as its next executive director. The ideal candidate will have a strong appreciation for quality local government, innovative leadership and management skills, and experience with public policy issues and government decision making.

#### **About AIC**

The Association of Idaho Cities (AIC) was organized in 1947 and was later incorporated in 1966 as a non-profit, non-partisan member supported cooperative formed to represent Idaho cities before Congress, the Idaho Legislature, state agencies and other stakeholder groups having an interest in cities. In addition to providing advocacy on behalf of Idaho cities, AIC provides educational and technical assistance to its membership. These services are funded in part by annual dues paid by member cities. Other revenue sources include income from AIC conferences and training workshops and other related services. AIC is owned and operated by Idaho's 200 cities. AIC is governed by a board of directors consisting of a minimum of 18 members elected annually by the AIC membership.

#### **About the Executive Director Position**

The executive director is hired by, and answers directly to, the AIC Board of Directors. The executive director is responsible for carrying out the policies and strategic objectives of the AIC Board of Directors, maintaining the association office (including hiring and managing staff and legal counsel), preparing an annual budget, causing an annual audit to be conducted by a certified public accountant, providing training and technical assistance to city officials, overseeing the annual conference and other association events, coordinating intergovernmental relations with governmental and private sector stakeholders, serving as the chief lobbyist and directing the contract lobbyist, and policy advisor of the association on local, state, and federal issues. Due to the nature of the position, occasional in-state and out-of-state travel is required.

## **Education and Experience**

A Bachelor's degree in political science, public administration, public policy, or related field and five to seven years experience in the public sector managing people, working effectively with boards of directors in the public or non-profit sector, or an equivalent combination of education and experience to successfully perform the essential duties of the job.

## **Required Knowledge and Skills**

1. Must have a sound understanding of Idaho history, diversity, geography, politics and economy.
2. Must have working knowledge of Idaho municipal government and a firm understanding of state and federal government structure and politics.
3. Must have thorough understanding and familiarity with the operation and functioning of the Idaho legislature.
4. Must demonstrate strong communication and relationship building skills.
5. Must be able to perform all duties in a professional manner.
6. Must be familiar with current employment practices as relates to managing a team of people.
7. Must have successfully managed budgets for a city, business or non-profit organization.
8. Must have experience or oversight of developing large events, conferences or meetings.
9. Requires the ability to use Microsoft office suite of software including Power Point and Excel.

## **About the Selection Process**

Interested candidates should submit in .pdf format a one-page letter of interest and a current resume to [employment@idahocities.org](mailto:employment@idahocities.org) Application screening will begin no later than November 15, 2019, and the position will remain open until filled. Interested applicants or associates should not contact members of the AIC executive committee in support of any submittal.

## **Compensation and Benefits**

The AIC offers a market competitive salary and benefits package including medical/dental/vision insurance and retirement benefits.