



**Capital Crossroads: A Vision Forward**

In 2011, regional leaders laid out a bold but achievable vision for Central Iowa, a vision pushing residents to dream big and not settle for good enough, to think long term and work together. This vision is known as Capital Crossroads. Capital Crossroads aims to provide positive opportunities for development in our neighborhoods, local businesses, agriculture, education system, health programs, community engagement, culture, infrastructure, local and state government, and environment.

Central Iowa is a region with serious momentum. Since Capital Crossroads launched, the region has notched hundreds of implementation successes across its ten Capitals (work platforms). National rankings and accolades have become a regular occurrence as a result, and we celebrate this recognition. We focus our efforts toward developing successful businesses, regional and statewide policies, and cultural initiatives in order to keep our community on the fast-track. The implementation of Capital Crossroads has been the most “ambitious, aggressive, comprehensive, and effective” community initiative campaign Market Street has ever seen.

**Capital Crossroads is seeking a Capital Crossroads Director to lead this effort.**

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**PURPOSE OF POSITION**

The Capital Crossroads Director serves as the front line representing the Capital Crossroads Tri-Chairs. The position requires excellent written and verbal communication skills and the ability to interact professionally and confidently with community and business leaders.

**CORE COMPETENCIES:**

Planning/Organizing | Communication Proficiency | Strategic Thinking | Facilitation/Convening

**ESSENTIAL FUNCTIONS**

The Capital Crossroads Director guides implementation of the regional vision plan. Working with community and business leaders, the Director:

- Directs cross-Capital implementation efforts.
- Works with the volunteer corps to prioritize and advance projects and to coordinate meetings and participation in other events.
- Serves as the public face of the initiative, providing presentations and acting as a liaison to community organizations.
- Manages communications, including the newsletter, website and social media.
- Collaborates with and makes connections between community organizations to further implementation of the vision.
- Develops quarterly reports and annual report.
- Oversees development of marketing and communication materials.
- Works closely with the Government Relations and Public Policy team at The Partnership.

This list is not comprehensive, as other duties, in addition to essential job functions, will be assigned as necessary.

**FUNDING PARTNERS:** Community Foundation of Greater Des Moines, Des Moines Area Metropolitan Planning Organization, Greater Des Moines Partnership, Polk County and United Way of Central Iowa

**QUALIFICATIONS**

Strong organizational skills and attention to detail. Capacity to work within tight timeframes and to work independently and as a team player. Must be able to work flexible hours based on business needs.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in communications, city planning, economic development, business and/or political science preferred.

3-5 years administrative and/or project management experience preferred.

**APPLICATION PROCESS**

Resumes will be accepted until noon on Tuesday, August 15. Interested applicants should submit their cover letter and resume to Pam Bull at the Greater Des Moines Partnership [pbull@DSMPartnership.com](mailto:pbull@DSMPartnership.com). Questions can also be directed to Pam Bull.

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