



Iowa FBLA-PBL State Adviser

Reports to Iowa FBLA-PBL Board of Directors

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student business organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. More about FBLA-PBL can be found [here](#) and [here](#).

The Iowa chapter of FBLA-PBL is seeking a State Adviser to help grow the organization and provide additional opportunity for our members. This is a flat-fee (non-hourly) contracted position (1099-C) and will report to the Iowa FBLA-PBL Board of Directors. Average weekly hours are projected to be roughly 20 hours per week. A review of performance, achievements, and assessment of compensation will occur on an annual basis.

Interested candidates should submit a cover letter, resume, and answers to the [written interview prompts](#) below to careers@iowafbla.org by Friday, March 26, 2021.

Responsibilities and Accountability

While the state adviser is ultimately **accountable** for these tasks, the state adviser may oversee volunteers, staff, sub-contractors, or agencies to execute these tasks (as possible within the annual budget). Responsibilities include, but are not limited to:

- Serve as the primary point of contact and spokesperson for Iowa FBLA-PBL for Iowa Department of Education, national FBLA-PBL office, school and district staff, board members, alumni, state-level volunteers, and media.
- Serve as a representative of Iowa FBLA-PBL on the Iowa FBLA-PBL Board of Directors, Iowa FBLA State Committee, Iowa PBL State Committee, Iowa Department of Education Program Management meetings, and any requested national FBLA-PBL committees (as capacity allows or if prioritized by the Board).
- Oversee development and management of the annual planning calendar, including state and national deadlines, conference and event dates, and other organization activities or campaigns.
- Oversee planning and execution of state committee meetings, adviser meetings, and other organizational activities or campaigns.
- Manage conference and event planning and execution, including budgets, venue contracts, food and beverage, audio/visual equipment, promotion, registration, program curriculum/agenda, equipment and supplies, volunteers, technology requirements, and risk mitigation.

- Oversee planning and execution for national and regional FBLA-PBL conferences and events, campaigns, and programs, including registration, travel/transportation, hotel coordination, outings, and other relevant support for Iowa participation.
- Accountability for the financial management of the organization, including annual budget development and oversight, membership dues, event fees, accounts receivables and accounts payables, sponsorships, grant submissions and reporting, and annual financial/tax reporting requirements.
- Develop new initiatives and programs to increase organization funding.
- Communicate and liaise with chapter advisers and volunteers in support of Iowa FBLA-PBL operations, activities, and special events.
- Oversee the maintenance and upkeep of the Iowa FBLA-PBL website(s), social media accounts, and Google drive (structure, email accounts, and access).
- Maintain, update and make available Iowa FBLA-PBL forms, templates, handbooks, and other essential documents.
- Develop a robust state officer program, including leadership and professional development activities, goal setting, and ongoing advising and supervision
- Support organizational growth initiatives, including new chapter installation, existing chapter growth, and current chapter retention.
- Submit all required national paperwork and competition submissions by their stated deadlines.
- Complete all assignments as directed by the CTSO Education Program Consultant for the Iowa Department of Education, including leading sessions of the CTSO Advisor Academy, providing updates on dues, events, and programs for the CTSO website and CTSO Quick Reference Guide, and hosting introductory CTSO webinars.
- Maintain a database of accurate and current statistics related to Iowa FBLA-PBL operations.
- Drive the execution of the Iowa FBLA-PBL strategic plan, reporting quarterly on progress to the Board of Directors.

Ideal Candidate Qualifications

- At least 10 years of experience with a CTSO (FBLA-PBL preferred) as a member, adviser, or volunteer
- Strong knowledge/understanding of FBLA-PBL, whether as a past member, educator, staff member, or volunteer
- Passion for association management, membership growth, youth development, and taking new/innovative approaches
- Ability to support expansion efforts and growth within the organization (potentially doubling or tripling in the next three years)
- Ability to adapt quickly and provide support for new chapters and growth of existing chapters
- Ability to visit current and potential chapters (live or virtually) to provide guidance and support
- Understanding of business education, curriculum requirements, and ability to easily develop connections with advisers
- Ability to engage with professionals in a variety of industries and leverage their expertise and skills to benefit the organization (as volunteers)

- Financial management experience, including budget development and record keeping in compliance with associate best practices (dues structures, operation and event budgeting, etc)
- Grants experience, including researching, applying, and required reporting on funded efforts
- Experience in event and conference planning, including negotiation of contracts with event venues
- Experience with common technology programs (Microsoft Office, Google Drive, Zoom, etc).
- Exceptional organizational skills; ability to oversee many different initiatives and activities at once, and be strategic, tactical or operational (based upon specific tasks being executed)
- Understanding that the quality of Iowa FBLA-PBL communications and materials reflect the professionalism of the organization
- Strong communicator who exudes enthusiasm and excitement for Iowa FBLA-PBL
- Tech savvy and trend-watching; looking for new learning/development opportunities and programs
- As an independent contractor, the state adviser would be responsible for their own technology, phone, and Internet access.

Written Interview Prompts

To learn more about you and your interests in this position, please provide answers to the following questions when submitting your resume and cover letter.

1. What do you feel is the purpose of student organizations such as FBLA-PBL?
2. What ideas do you have to increase membership within Iowa FBLA-PBL?
3. What new funding streams might you consider to increase revenue for Iowa FBLA-PBL?
4. What new programs, activities, or campaigns might you propose to help develop our future business leaders?
5. If hired, what would be the first things you would want to do in this role?
6. What would be your compensation request for this role? (*Reminder: this is a flat-fee contractor role – please provide the annual compensation requested*).