

The Iowa Economic Development Authority (IEDA), located in Des Moines, IA, is searching for an outstanding and motivated professional to join our Energy team as the Data and Reporting Manager.

The Data and Reporting Manager serves as a project manager for our Energy Division. This position collaborates with all members of the Energy team to collect, submit, and present data of Energy projects and programs to stakeholders and the Department of Energy (DOE).

General Duties:

Project Management

- Collects, analyzes, and synthesizes complex data to craft and submit reports to the Department of Energy (DOE)
- Routes financial claims into grants management system, as well as contract approvals and amendments
- Assists in budget creation and analysis of assigned projects and programs

Program Assistance

- Reviews program grant and loan applications
- Assists in the development of program materials
- Provides administrative support to other Energy Project Managers

Serves as the Administrator of the Iowa Energy Center (IEC) Board

- Serves as a liaison, representing IEDA, to board and committee members
- Prepares board documents including meeting agendas and minutes

The ideal candidate will be skilled in data analysis through the use of derived mathematical and statistical formulas, experience preparing program budgets, and embodies our Core Values:

INNOVATIVE - We inspire people with our ideas, turn those ideas into reality and know how to replicate success.

MISSION ORIENTED - We keep a constant focus on the lowans our programs benefit.

PURPOSEFUL - We nurture a culture of outstanding work, collaboration and diligence

ACCOUNTABLE – We accept responsibility, are trustworthy in our commitments, respectful to one another, and transparent in our actions.

CUSTOMER SERVICE FOCUS – We are courteous, responsive and respectful and serve as a reliable resource for our clients and constituents.

THOUGHT LEADERS – We are imaginative visionaries who find creative ways to reveal opportunities and leverage data to help drive decisions.

New to the area or looking to relocate to Iowa? Visit [This is Iowa](#) to see how Iowa offers something for everyone- competitively low cost of living, bustling cities and neighborhoods, access to entertainment, opportunities for career growth and unrivaled access to outdoor adventures.

The Data and Reporting Manager position is a non-merit position that is classified by the State of Iowa as an Economic Development Specialist 1.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in research, planning, economics, public relations, business, corporate finance, journalism, or marketing and experience equal to one year of full-time work that involved responsibility for interpreting laws, rules and regulations, and/or securing compliance with them; or compiling and evaluating statistical, historical, economic, business, financial, or technical related or program data;

OR

an equivalent combination of education and experience substituting one year of the above required experience for each year (thirty semester or equivalent hours) of the required education.

To Apply: Submit an application, resume, and cover letter at jobs.iowa.gov by the position closing date.

The Iowa Economic Development Authority is an EEO/AA Employer

Our agency uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

www.iowaeda.com