Office of Leadership, Service, and Civic Engagement



Position Description

Executive Director – Hawk The Vote

Hawk The Vote is seeking a part-time, stipend-paid executive board position held between January 2025 and December 2026. **Eligibility for this position is contingent on the completion of a term as Communications, Operations, Programming, or Education Director for the 2025 calendar year.** This position will work in conjunction with the Office of Leadership, Service, and Civic Engagement to organize politically focused events and voter registration drives. Compensation will be a \$3,000 stipend awarded monthly between February 1st, 2025, and January 1st, 2026, followed by a \$5,000 stipend awarded monthly between February 1st, 2026, and January 1st, 2027.

Positions Requirements

- 1. Must be a current University of Iowa undergraduate student.
- 2. Will not graduate between Spring 2025 and Spring 2026.
- 3. Complete a full term as Communications, Operations, Programming, or Education Director from January 2025 to December 2025.

Positions Expectations

- 1. The Executive Director serves as the President of Hawk The Vote.
- 2. As Executive Director you will:
 - a. Organize all Hawk The Vote meetings, excluding programming and educational events.
 - b. Take key charge of all organizational funds.
 - c. Serve as the figurehead of the organization.
 - d. Lead the rest of the executive board and assign necessary action items.
- 3. If selected as either Communications, Operations, Programming, or Education Director for the 2025 administration, you will work alongside the 2025 Executive Director to learn administrative roles and leadership.
- 4. Your position as Executive Director will start in January 2026.