



## **Executive Director Position Description**

The Executive Director for the Anchorage Coalition to End Homelessness (ACEH) will lead and facilitate efforts to advance the objectives of ACEH for people experiencing and at risk of homelessness. This position will work independently under the ACEH's Board of Directors, providing a bridge between membership and partners to achieve ACEH's mission. The position is responsible for creating and maintaining an environment that promotes collaboration and partnership, advocacy, community development, and resource development around the issue of homelessness in Anchorage. This is an excellent opportunity for a leader with an unyielding commitment to social justice and human rights to change conditions for our homeless neighbors in the Anchorage area.

The Director actively leads and coordinates ACEH in its planning and implementation of strategies that maximize resources. The Director will coordinate local planning to end homelessness, align efforts with the statewide homeless coalition, state and federal councils to end homelessness, and foster momentum through shared knowledge and community collaboration. The Director will continually broaden expertise in the area of homelessness and serve as resource person on research and best practices; conduct community health planning activities and develop indicators data; oversee ACEH initiatives and projects including the annual Continuum of Care planning and competition; partner and collaborate with community partners to further ACEH's mission; develop marketing and media materials; and advocate in development of local policy and legislative action that promotes coalition mission. The director will manage and oversee expenditures of coalition budget and continuously evaluate coalition effectiveness and strategic plan.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **Financial Management**

1. Establish and maintain sound financial and organizational management policies and procedures.
2. Oversee annual budget development process in conjunction with the Finance Committee and Board.
3. Oversight of grants and compliance.

#### **Board Development**

1. Develop collaborative relationships with the Board of Directors, provide proactive communications, support committees and meetings and manage on-going strategic planning.
2. Work with the Board President and Executive Committee to set up and staff committees as needed and to assure proper fiscal, staff and program oversight.
3. Monitor the external environment for significant changes that will impact the Coalition and its work and report this to the Board.
4. Communicate regularly with the Board on the actions and strength of the Coalition, and support the board with recruitment, development and education/training.

#### **Resource Development and Fundraising**

1. Strengthen resource development plan and fundraising efforts.
2. Lead efforts to build enhanced corporate and individual donors giving.
3. Supervise other staff and Board members charged with development tasks (Annual Meeting).
4. Identify and expand new grant and foundation opportunities.

#### **Personnel and Operations Management**

1. Create a work environment that motivates staff and builds upon their strengths.
2. Determine staffing requirements.
3. Hire, supervise, evaluate, terminate, and set compensation for staff.

### **Community Collaboration and Movement Building**

1. Develop and maintain relationships with Coalition members, homeless and formerly homeless constituents, government officials and agencies, the media, and community leaders.
2. Ensure that ACEH consistently promotes its values and mission and encourages Coalition members and community partners to do the same.
3. Build relationships with new partners and forge new strategic collaborations.

### **Program Development and Management**

1. Establish and implement programs that align with vision, mission and values of ACEH.
2. Establish systems for program evaluation.
3. Support the growth of the organizational culture – the power of collaboration and continuing to evolve and learn.

### **Strategic Communications and Public Relations**

1. Serve as the public face for the Coalition and its member agencies.
2. Ensure a strong presence for ACEH in state, local and national politics with the guidance of the Education and Advocacy Committee.
3. Ensure that ACEH has adequate technical and staff resources to accomplish its communications plan.

### **KEY QUALITIES:**

Our preferred candidate has knowledge and experience in social justice and system-change work, is an energetic leader with demonstrated financial and organizational management skills, who can engage others in our mission, embraces and encourages coalition and movement building and is comfortable working with low income and marginalized populations.

Our ideal candidate possesses the following attributes:

- Commitment to the mission, values and vision of the Anchorage Coalition to End Homelessness.
- Experience in financial management, community relations, program delivery, empowering leadership skills, organization development and strategic planning.
- The ability to develop a positive, effective professional team with staff and Board is essential.
- Process oriented, works to set challenging goals, innovates and improves results and measures outcomes.
  
- True collaborator and skilled communicator, proactively developing effective internal and external relationships, engaging Board members, staff, donors, funders, partners and community stakeholders.
- Key influencer, role model and spokesperson representing the organization, its mission and core values.
- Energetic, creative problem-solver with an open mind and willing to make strategic recommendations, take positive actions and calculated risks to improve the organization's programming and community collaborations.
- Able to efficiently build annual and short-term work plans and make sound decisions that respect the input of internal and external partners.
- Cultivates and creates new long-term alliances and improves and diversifies funding sources.
- Has high standards of fairness and honesty, is candid and respectful of others.
- Skilled at respectfully and empathetically engaging staff and community partners and is comfortable having difficult conversations about diversity and inclusion.
- Maintains and models professionalism and emotional maturity by promoting the program's goals and objectives and fostering respectful relationships; demonstrates the ability to personally learn, grow and share learnings.
- Proactively builds external partnerships and actively develops and maintains positive community relations.