



# RURAL ALASKA COMMUNITY ACTION PROGRAM, INC.

**OUR VISION: Healthy People, Sustainable Communities, Vibrant Cultures**

## JOB DESCRIPTION

**Job Title:** Executive Director

**FLSA Classification:** salary / exempt

**Division:** Executive

**Status:** Full-time

**Reports to:** RurAL CAP Board of Directors

**Range:** 21

**Location:** Anchorage, Alaska

**JOB SUMMARY:** The executive director is responsible for consistently advancing the mission of Rural Alaska Community Action Program, Inc. (RurAL CAP) including, but not limited to: board relations and activities approved by the board, planning, employee relations, financial oversight, program management, public policy, and public relations.

**DUTIES & RESPONSIBILITIES:** In addition to knowing, supporting and promoting RurAL CAP's purpose, vision, and values, the executive director is responsible for the overall administration of the daily affairs of RurAL CAP including, but not limited to:

### 1. Board Relations

- Ensure effective board relations by maintaining regular communication, serving as staff support to the board and committees, and proactively assisting in board development.
- Provide the board of directors with timely information related to trends, legislation, and program opportunities to aid in sound decision-making; make recommendations as appropriate.
- Serve as the board's appointed authority to execute and negotiate grants and contracts for the agency.

### 2. Agency Planning

- Assist the board in strategic planning to include implementation and review of long-term plans and advise the board on issues that would have an impact on the mission of the organization as well as other issues related to achievement of RurAL CAP's mission.
- Oversee the deputy director's role in implementing the agency strategic planning process.

3. **Employee Relations**

- Perform responsibilities related to employee relations including, but not limited to: recruitment, professional development, evaluation, corrective action, separation, and compliance.
- Promote and maintain a positive, productive work environment, and healthy employee morale.

4. **Financial Resources**

- In conjunction with the board of directors, facilitate the creation and implementation of annual budgets, goals, and objectives.
- Ensure that RurAL CAP operates within budget guidelines and according to best practices; ensure that adequate funds are available to permit the organization to carry out its work.
- Work with the finance director to develop and maintain strong internal controls and financial positions; present reports on financial planning, status, and anticipated problems and alternatives.
- Secure funding from various sources including, but not limited to: earned revenue, grants, private, and corporate donors. Seek to grow both operating revenue and unrestricted funds. Oversee preparation of grant applications and provide oversight for proper reporting and tracking of all grant expenditures and outcomes.

5. **Programs and Services**

- Manage day-to-day operations of the organization ensuring that all facets of the organization efficiently and effectively fulfill RurAL CAP's purpose and carry out the agency's goals.
- Provide effective services that produce measurable results and clear accountability.
- Oversee the creation and management of operations and programs to ensure alignment with, and implementation of, goals, objectives, policies, reporting, and regulatory requirements.

6. **Advocacy and Public Policy**

- Analyze and monitor the impact of federal and state legislation on agency programs and constituents, and conduct advocacy activity on behalf of the agency's programs and constituents.

- Interact with constituents to understand needs and viewpoints; provide support and technical assistance in areas of mutual concern.
- Present public policy statements relating to the agency's programs and constituents, and inform policy makers and the public of rural issues and concerns as they relate to agency programs.
- Implement board public policy directives.

## 7. **Public Relations**

- Serve as agency spokesperson to promote the public image and to protect the reputation of the agency through the media as well as through a network of personal contacts.
- Develop and maintain relationships with stakeholders including, but not limited to: funders, policy makers, constituents, and community partners.
- Produce and maintain publications, websites, press releases, and other public information to enhance the reputation and image of RurAL CAP.

**SUPERVISORY RESPONSIBILITIES:** The executive director oversees all staff (some of these reporting relationships may be delegated) and provides direct supervision of the deputy director, finance director, and division directors.

### **JOB CONDITIONS:**

1. General office environment, smoke-free building
2. Heavy daily use of computer
3. Attendance at numerous meetings as a participant or presenter
4. Frequent travel

The agency recommends an annual TB screening and physical examination as part of the employee's personal wellness plan. This is a recommendation, not a requirement of the position.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Bachelor's and/or master's degree in rural economic development, public policy, or public administration preferred, or equivalent combination of work experience and education.

- Proven track record of successful and positive board and staff relations.
- Strong public policy experience and a credible voice to speak on behalf of rural Alaskan interests required.

- Experience in rural Alaska with strong background in cross-cultural communication, and either experience with ANCSA corporations or Alaska tribal or nonprofit entities preferred.
- Extensive experience in public administration preferred.
- Previous experience in the management of a nonprofit organization preferred.
- Proven track record of good judgment in problem solving and decision-making.
- Demonstrated record of excellent oral and written communication skills.
- Proficiency in office skills including, but not limited to: Microsoft Office (Outlook, Excel, Word, and Power Point), Adobe Acrobat and other general office software.

**CORE COMPETENCIES:**

- Commitment to the mission and purpose of RurAL CAP.
- Self-directed with a strong work ethic and ability to function effectively without direct supervision in all duties and responsibilities.
- Proven ability to work as an effective partner with a board and with staff.
- Dedication to engaging a healthy and diverse staff, representative of those RurAL CAP serves, and dedication to employee development.
- Ability to interact respectfully with individuals from diverse backgrounds and to treat internal and external customers with respect regardless of role or position.
- Ability to communicate effectively on complex or contested issues in a variety of situations; high level of emotional intelligence in interactions and decisions.

**NOTES:** Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. It is not intended or implied to be an employment contract, but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

**HOW TO APPLY:** Qualified applicants may send their cover letter and resume to: [ruralcap.executivesearch@forakergroup.org](mailto:ruralcap.executivesearch@forakergroup.org). The first round of cover letters and resumes will be reviewed on July 8, 2016; however, the position will remain open until the position is filled.