



## Job Description

**Job Title:** Executive Director  
**Reports to:** Board of Directors  
**Status:** Exempt - Full-Time  
**Location:** Remote  
**Starting Salary:** \$71,500

---

The Alaska Children's Alliance (ACA) is a membership organization **dedicated to helping Alaskan communities respond to allegations of child abuse in ways that are effective and efficient. We prioritize putting the needs of child victims and their families first.** The ACA provides training, support, technical assistance, and leadership on a statewide level to local Child Advocacy Centers (CACs) and to communities who wish to develop a multidisciplinary response to reports of child abuse and neglect.

**Role:** The ACA Executive Director (ED) will have experience coordinating/leading projects and working with multidisciplinary teams. The ED is responsible for executing the overall strategic direction and operation of the ACA. The ED oversees all staff, programs and expansion, and ensures alignment with ACA's mission to 'promote a culturally appropriate multidisciplinary response to child maltreatment throughout Alaska'. As an accredited chapter of the National Children's Alliance (NCA), the ED is also responsible with the Board of Directors for partnering with and maintaining chapter accreditation from the NCA.

**Reports to:** ACA Board of Directors

ESSENTIAL RESPONSIBILITIES	EXECUTIVE DIRECTOR	BOARD OF DIRECTORS
Program Management	<b>Leader</b>	Thought Partner
Operations Management	<b>Leader</b>	Thought Partner
Org. Culture and Learning	<b>Leader</b>	Thought Partner
Financial Oversight	Thought Partner	<b>Leader</b>
Strategic Direction	Thought Partner	<b>Leader</b>
Fundraising	Thought Partner	<b>Leader</b>
External Relations	<b>Shared</b>	<b>Shared – Executive Committee</b>
Sector Leadership (Stakeholders in Alaska)	<b>Leader</b>	Thought Partner
Board Development	Thought Partner	<b>Leader</b>

### Essential Functions and Responsibilities:

#### Leadership

- Work closely with the Board and staff to ensure that the ACA develops strategically and in alignment with ACA and NCA mission, vision, and values

- Assist in the development and maintenance of a strong Board of Directors; responsible for all essential and nonessential communication between the organization and the board

#### Leadership Continued

- Serve as ex-officio of each ACA committee, facilitate relationships to build Board involvement in alignment with the strategic direction for operations
- Represent the organization externally; make public presentations and develop networks that help ACA achieve its mission, including supporting efforts to increase awareness about child abuse and the Children's Advocacy Center model and reform systems to ensure improved outcomes for child abuse victims

#### Fiscal Management

- Ensure sound fiscal operations of the organization including timely, accurate and comprehensive development and implementation of organizational and grant budgets
- Management of grants, ensuring compliance with all relevant laws and requirements; work with an auditor for the annual financial audit and submission to funders as required
- Facilitate fund development efforts that support the ACA mission
- Maintain compliance with written financial management policies and procedures that reflect all Generally Accepted Accounting Principles (GAAP), including accrual-based accounting and documented review of financial reports conducted at a minimum on a quarterly basis
- Support an annual independent financial audit process that includes delivery of an official audit report to the Board and funders, as required

#### Membership and Partnerships

- Serve as a thought-partner, coach, mentor, and bridge-builder for the organization with statewide ACAs and others in the victim services field
- Maintain a collaborative and supportive relationship with member agencies, including ongoing training, technical assistance, and guidance in accordance with National Children's Alliance accreditation standards
- Establish and foster working relationships with relevant federal, state and tribal governmental bodies and elected officials
- Develop and maintain relationships with current and potential funders and donors; develop new partnerships and collaborations.
- Assist in leveraging resources and strengthening collaboration efforts between member programs and community allies through interdisciplinary training and mentoring partnerships
- Participate in meetings and workshops with local, regional and national organizations and agencies as appropriate

#### Program Management and Operations

- Assure adequate staffing and resources to timely advance ACA's mission and strategic plan
- Supervise staff in planning, implementing and evaluating program for the day-to-day operations subject to ACA's policies and procedures; may delegate responsibilities as appropriate
- Conduct the program's business in accordance with directives of the funding agencies, grant award conditions and established policies and procedures

#### Personnel

- Ensure ACA is an equitable and joyful place to work, learn, and lead
- Supervise staff using a coaching and strengths-based method and ensure they have the knowledge and resources to be successful as individuals and members of a team
- Listen, provide and receive ongoing feedback, set expectations, conduct performance reviews, resolve challenges, and model and support direct communication
- Responsible for hiring, terminating, managing, training, and evaluating staff