



Healing Native Hearts Coalition

POSITION DESCRIPTION

Executive Director

Title:	EXECUTIVE DIRECTOR
Post date:	June 13, 2022
Close date:	June 30, 2022 or until filled
Location:	Fairbanks, AK
Compensation:	DOE, Non-Exempt
Type of Position:	Full-time, Permanent
Reports to:	Chair/President of the Board of Directors

OVERVIEW

Healing Native Hearts Coalition (HNHC) is seeking a visionary leader with a passion for ending violence against Alaska Native and American Indian women to fill the role of Executive Director. The Executive Director is responsible for leading the development and execution of the Healing Native Hearts Coalition long-term strategy. This individual should have a strong understanding of the values of the Interior People of Alaska. The Executive Director is responsible for all day-to-day management decisions and for implementation of HNHC's long-term and short-term plans, as determined by the Board of Directors. The Executive Director acts as a direct liaison between the Board and management of the Coalition and communicates to the Board on behalf of management. The Executive Director also communicates on behalf of the Coalition to the interior communities, employees, Government authorities, other stakeholders and the public. The successful candidate will build upon HNHC's past accomplishments, including being a technical assistance provider supporting interior tribal and tribal non-profit domestic violence and sexual assault programs; providing Alaska Native centered advocacy services and crime victim services.

RESPONSIBILITIES

The Executive Director shall perform such duties and responsibilities as are customarily performed by persons in such position, and as required by the Organization's articles of incorporation, bylaws, and as determined from time to time by the HNHC Coalition Chair of the Board (the "Chair"). The



Employee's principal work site will be Fairbanks with travel appropriate to the business needs of the Coalition. The Employee shall perform all duties faithfully, loyally and diligently to the best of the Employee's abilities, including:

1. To lead, in conjunction with the Board, the development of the Healing Native Hearts Coalition strategy.
2. Work collaboratively and advocate passionately and effectively on behalf of Alaska Native and American Indian survivors and tribal domestic and sexual violence response programs.
3. Assure that short-term and long-term goals and strategies are in place that leverage and build upon HNHC's strengths, mission, and core values.
4. To ensure that all new projects and business ventures are vetted and exhaustive consultation and involvement of all stakeholders.
5. To abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the HNH Coalition Board standards and policies, including its confidentiality, safety and health policies.
6. In concert with the Chair, to develop Board and Committee agendas and oversee all preparation for those meetings including preparation of minutes.
7. In concert with the Chair, to oversee all preparations for the annual meeting including preparation of minutes.
8. To sit on committees of the Board where appropriate as determined by the Board and/or Executive Committee; and
9. To manage the records of the Coalition including the financial management systems, agreements, transactions of federal dollars, management and reporting.
10. To ensure the Coalition is appropriately organized and staffed, with authority to hire and terminate staff as necessary to enable it to achieve the approved strategy.
11. To ensure that expenditures of the Coalition are within the authorized annual budget of the Coalition;
12. To oversee the fiscal activities of the Coalition, including budgeting and audit, including:
 - a. To assess the principal risks of the Coalition and to ensure that these risks are being monitored and managed;
 - b. To ensure effective internal controls and management information systems are in place;
 - c. To ensure that the Coalition has appropriate systems to enable it to conduct its activities both lawfully and ethically;
 - d. To keep abreast of all material undertakings and activities of the HNH Coalition and all material external factors affecting the Coalition and to ensure that processes and systems are in place to ensure that the Chair/President and Board of the HNH Coalition are adequately informed;



- e. To ensure that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to form appropriate judgements;
 - f. To ensure the integrity of all public disclosure by the Coalition;
 - g. To request that special meetings of the Board be called when appropriate;
13. To ensure that the Coalition maintains high standards of non-profit standards and social responsibility wherever it does business.
 14. To communicate effectively with the Board of Directors, employees, Government authorities, other stakeholders, and the public.
 15. To oversee accurate records management.
 16. To ensure that all departmental staff, especially the key technical ones are professionally managed, mentored and developed.
 17. The Executive Director may sign, with the Secretary or any other proper officer of the coalition there unto authorized by the Board of Directors, certificates of the coalition and contracts, or other instruments which the Board of Directors has authorized to be executed.
 18. To perform other duties which the Board may require.

REQUIRED SKILL SET

- Knowledge of the dynamics of domestic violence, sexual assault or domestic abuse.
- Must demonstrate a commitment to working with Alaska Native and American Indian victims and/or residents of tribal communities;
- Knowledge and experience managing federal grants;
- Understanding of business functions including HR, Finance, and Marketing.
- Demonstrated use of business and management principles involved in strategic plan development, execution and performance measurement, resource allocation, leadership management and service delivery.
- Ability to provide strategic leadership, inspire teamwork and creativity
- Understanding of and commitment to confidentiality
- Aptitude in decision-making and problem-solving
- Excellent communication, customer service and project organization skills
- Ability to work independently.
- Knowledge of Alaska Native cultures useful in working with Alaska Native victims of domestic violence, dating violence, sexual assault and stalking;
- Knowledge of state/federal/tribal judicial systems;
- AA, BA or BS or 5 years' relevant work experience (equivalencies will be considered);
- Experience developing training presentations and/or curricula preferred;
- Must possess and maintain a valid Alaska driver's license, and independently travel within the state of Alaska and nationally as may be required;
- Must be willing to lift and carry up to 30 lbs.;
- Must be willing to submit to and successfully pass a criminal background check;
- Must be willing to travel, in-state and out-of-state without supervision/accompaniment.



- Must be willing and able to perform all job-related travel normally associated with this position.

QUALIFICATIONS

- Bachelor's degree in Finance, Business Management or other related fields; OR
- Minimum of five years' experience as leadership in business management or related field
- Proficiency in Microsoft Office and QuickBooks
- Ability and willingness to travel
- Must have and maintain a valid Alaska Driver's License.

WORKING ENVIRONMENT

The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than twenty-five pounds.

PHYSICAL DEMANDS

An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*]. The position requires the ability to travel by air and ground transportation, and be housed in rural and urban accommodations.

The Healing Native Hearts Coalition is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, veteran status or other characteristics protected by law.

Healing Native Hearts Coalition grants an employment preference first to the Healing Native Hearts Coalition interior membership and their spouses or descendants, and second to Alaska Natives in accordance with P.L. 93-638.

**Interested applicants may apply by sending a cover letter,
resume, and list of three references to
executivedirector@hnhcoalition.org**