



## **JOB ANNOUNCEMENT/DESCRIPTION**

<b>POSITION TITLE:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>REPORTS TO:</b>	Board of Directors
<b>COMPENSATION:</b>	DOE
<b>EMPLOYMENT STATUS:</b>	Fulltime, exempt, grant funded
<b>LOCATION:</b>	Fairbanks, Alaska

### **ORGANIZATION:**

The Healing Native Hearts Coalition (HNHC), a nonprofit organization, is one of two of Alaska's tribal coalitions against domestic and sexual violence serving Alaska's federally recognized tribes and tribal domestic and sexual violence programs in interior Alaska.

### **THE POSITION:**

The HNHC seeks a visionary leader with a passion for ending violence against Alaska Native and American Indian women. The successful candidate will build upon HNHC's past accomplishments, including being a technical assistance provider supporting tribal and tribal non-profit domestic violence and sexual assault programs; providing Alaska Native centered advocacy services and crime victim services.

### **RESPONSIBILITIES:**

Accountable to the Board of Directors the Executive Director will:

- Oversee all aspects of the Healing Native Hearts Coalition.
- Work collaboratively and advocate passionately and effectively on behalf of Alaska Native and American Indian survivors and tribal domestic and sexual violence response programs.
- 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.
- Oversee the expansion and diversification of financial support from funders, individuals, foundations, corporations, and the public sector.
- Oversee all programs including federal grants, services, activities, finances, strategic plans, reporting, and personnel decisions to ensure all program goals and objectives are met.
- Protect and strengthen HNHC's brand by promoting and refining all aspects of communications.
- Provide sound fiscal management and grant administration, overseeing all financial systems to ensure fiscal accountability, and programmatic reporting.

- Develop materials and reports for the Board of Directors, attend Board meetings and work with the Board President to enhance the participation of Board members and member programs.
- Communicate organization vision and strategy to staff, members, partners, donors and the public.

**MINIMUM KNOWLEDGE, SKILLS & ABILITIES:**

- 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 preferred;
- 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.

**OTHER:**

This Job description is intended to outline areas of responsibility and authority of the Executive Director. It is not a complete list of tasks that are included in the position. The Executive Director is encouraged to use their experience and creativity to effectively implement the goals, objectives and activities of the project and represent the tribal coalition. The Executive Director must be willing to work with the tribal, state and federal leaders, victim services programs, allied professionals and organizations to achieve mutual goals, and have a philosophy on violence against women that is consistent with the mission of HNHC and work towards ending violence against Indian women. This is a grant funded position contingent upon the renewal of grant funds and continuation of the position.

**To Apply**, send resume, cover letter and three references to [carolrose@hnhcoalition.org](mailto:carolrose@hnhcoalition.org). Qualified applicants will be interviewed on a rolling basis. ***All applications will be kept strictly confidential.*** The position will remain open until filled.