



Job Title: EXECUTIVE DIRECTOR
Location: Homer, Alaska
Status: Full Time/Exempt
Pay Range: DOE

HOW TO APPLY

To apply, email a resume and cover letter describing your interest and qualifications, along with three letters of reference, to Project GRAD Human Resource Manager Celeste Novak at CNovak@kpbsd.k12.ak.us. For questions, contact Conrad Woodhead, hiring committee lead, at conrad.woodhead@gmail.com. Communications will be treated in confidence, and resumes will be accepted until filled.

ABOUT Project GRAD Kenai Peninsula

Project GRAD Kenai Peninsula (PGKP) is an educational non-profit organization that partners with the Kenai Peninsula Borough School District, rural and Tribal communities, and other non-profit organizations. PGKP provides additional academic, social-emotional learning, postsecondary access, and out-of-school time support to underserved students in the area. PGKP is driven by its mission to impact generational change by enhancing the educational experience of underserved Alaskan students.

POSITION OVERVIEW

The Executive Director plays a key role in leading and shaping the vision of Project GRAD. Primarily funded by federal and state grants, the Executive Director reports directly to the Project GRAD Board of Directors, strategizes program design harmoniously with invested partners, and is committed to ethical financial stewardship of grant funds and operational excellence. This individual will oversee all aspects of the organization's activities, including development, administration, staffing, evaluation, and reporting.

JOB QUALIFICATIONS

Requirements for this position include a minimum of a Bachelor's Degree in Education, nonprofit leadership, or related field. Experience must demonstrate six or more years of proven experience in nonprofit leadership, educational administration, federal, state, foundation grants, and program implementation. As the organization's key strategist, the Executive Director must have experience overseeing program and operational budgets, human resources, community outreach, and board policy. Must have exemplary personal, oral, and written communication skills. Individuals must be calm problem-solvers, creative thinkers, and visionary with an ability to work collaboratively with partners and stakeholders. Must demonstrate an understanding of the unique educational and social challenges in rural Alaska. Supervisory experience is required. Must have a valid driver's license and submit a clean background check.

JOB RESPONSIBILITIES

Board Engagement and Relations

- Responsible for leading Project GRAD Kenai Peninsula with integrity as it supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for clear and transparent communication with the Board of Directors regarding operations, sustainability, and organizational performance.
- Engage with and support the Board in its governance role.

Financial Performance and Viability

- Responsible for fiscal accountability regarding operational budget, approved grant and program budgets, and general fiscal management.
- Responsible for providing the Board of Directors with monthly financials, quarterly program, and sustainability updates.
- Work with the organization's fiscal agent regarding payroll, monthly and annual budgets, insurance, audits, and reimbursement requests.
- Oversee federal and state grant budgets, ensuring necessary, allocable, and reasonable expenditures.

Strategic Leadership

- Provide visionary leadership that aligns with Project GRAD Kenai Peninsula's vision and mission.
- Oversee federal and state grant implementation, program evaluations, and required reporting to ensure progress toward goals and mission.
- Demonstrate robust advocacy skills with a proven track record of effectively championing the needs and goals of Project GRAD, as well as the educational and socio-emotional well-being of children and families within the community.
- Collaborate with partner organizations on Memorandum of Agreements and shared visions.
- Responsible for culturally respectful communication with Alaska Native tribal entities, Russian Old Believer community, Kenai Peninsula School District office personnel, regional and state elected officials, parents, families, and students.
- Responsible for public relations, fundraising, and organizational sustainability.
- Engage with the Board, staff, and stakeholders in strategic planning and feedback for continuous improvement.
- Develop and maintain productive community relationships to advance the Project GRAD mission and vision.

Staff Development and Management

- Recruit, develop, supervise, and lead a high-performing team.
- Provide guidance and mentorship to staff to ensure effective partnerships with families, teachers, principals, and communities.
- Engage teams with relevant and meaningful professional development to build internal capacity.
- Collaborate with staff to ensure a balanced approach to providing students with educational support and social-emotional support.

Partnership Development and Management

- Responsible for negotiating MOUs, contracts, and partnership agreements with various entities.
- Foster and maintain effective collaboration with a diverse range of placement partners to ensure the seamless integration and mutual benefit of all parties involved.

Program Development and Implementation

- Integrate social emotional initiatives into overall program design in support of student growth and learning.
- Collaborate with school districts to align SEL efforts with broader education goals.
- Work towards creating an inclusive environment that recognizes and respects various cultural backgrounds and identities.
- Incorporate an equity lens into SEL and educational opportunities to address inequities of access.

- Skillfully navigate the complexities of working within diverse communities, respecting the policies, expectations and traditions of each while fostering productive partnerships.

GRANT MANAGEMENT

- **Grant Identification and Research:** Identify potential grant opportunities that align with the organization's mission and strategic goals. Conduct thorough research on grantors, their funding priorities, and application requirements.
- **Proposal Development:** Lead or collaborate with staff and potential partners to develop grant proposals and applications. Ensure that proposals effectively convey the organization's mission, goals, and the impact of proposed projects.
- **Budgeting and Financial Planning:** Collaborate with the finance team to develop accurate and realistic budgets for grant proposals. Ensure alignment between proposed project activities and the budget, complying with grantor guidelines.
- **Compliance and Reporting:** Monitor and ensure compliance with grantor requirements throughout the grant period. Establish and maintain systems for tracking and reporting on grant-funded activities. Prepare and submit timely and accurate reports to grantors, detailing project progress and outcomes.
- **Relationship Management:** Cultivate positive relationships with current and potential funders. Engage in effective communication with grantors to clarify expectations, provide updates, and address any concerns.
- **Grant Stewardship:** Demonstrate responsible stewardship of grant funds, ensuring they are used for their intended purposes. Implement and adhere to organizational policies and procedures related to grant management.
- **Collaboration with Program Teams:** Collaborate with program and project managers to ensure alignment between grant-funded activities and organizational objectives. Facilitate communication between grantors and program staff as needed.
- **Strategic Planning:** Integrate grant opportunities into the organization's strategic planning process. Align grant activities with the overall strategic direction of the educational nonprofit.
- **Risk Management:** Identify potential risks associated with grant-funded projects and develop strategies to mitigate those risks. Ensure that the organization complies with legal and regulatory requirements related to grant management.
- **Capacity Building:** Explore opportunities for capacity-building initiatives that strengthen the organization's ability to secure and manage grants effectively. Stay informed about trends and best practices in grant management and share knowledge with relevant staff.
- **Evaluation and Learning:** Conduct evaluations of grant-funded projects to assess their impact and identify areas for improvement. Use evaluation findings to inform future grant applications and enhance program effectiveness.
- **Networking and Advocacy:** Network with other nonprofit leaders, attend conferences, and participate in events to stay informed about funding trends and opportunities. Advocate for the organization's mission and programs with potential funders.