



POSITION: Executive Director

REPORTS TO: Board of Directors

TYPE: Full-time, Salary, Exempt

SALARY RANGE: DOE

ORGANIZATION OVERVIEW

The Anchorage Coalition to End Homelessness (ACEH) began in 2004 as a grassroots collaboration with homeless service providers working together to solve homelessness. Since its founding, ACEH has grown to be the lead convener around homelessness in Anchorage and continues to grow as the system backbone for the Homeless Prevention and Response System (HPRS). ACEH leads the work around Anchored Home, the Anchorage community plan to solve homelessness in partnership with those with lived expertise, providers, government partners, private and philanthropic partners, and the public.

JOB SUMMARY

The Executive Director of the Anchorage Coalition to End Homelessness (ACEH) will lead and facilitate efforts to advance the objectives of the Coalition. The Executive Director will work closely with ACEH's Board of Directors, Advisory Council, membership, team and partners to achieve ACEH's mission to provide dynamic leadership to unite Anchorage in making homelessness rare, brief and one-time. The position is responsible to create and maintain an environment that promotes trust, transparency, collaboration and partnership, advocacy, community development and resource development. The Executive Director actively leads and coordinates ACEH in its development, planning and implementation. The Executive Director also leads ACEH in policy partnership with local, state and federal governmental partners including policy makers, private sector and philanthropic partners and the private sector.

KEY FUNCTIONS, DUTIES, & RESPONSIBILITIES

- Partner with the ACEH Board of Directors and Advisory Council to achieve goals/objectives as outlined in the ACEH Strategic Plan and the Anchorage community plan to address homelessness, Anchored Home.
- Provide direction, oversight and management of policies, procedures, and protocols to properly execute activities and requirements related to the overall management of the organization.
- Work collaboratively with the ACEH leadership team and key stakeholders both in and outside of the organization, to advocate for those experiencing homelessness in system design for the community, funding efforts and policy initiatives.
- Direct financial strategy for the organization identifying long-term funding opportunities, financial health opportunities and best practice policies for ACEH and funds managed through ACEH for other entities.
- Supervise and support the ACEH management team in a manner consistent with ACEH culture and organizational mission.

ESSENTIAL FUNCTIONS

Vision and Strategic Planning

- Act as mission steward and guide strategic planning and implementation in collaboration with the Board of Directors.
- Provide strategic leadership, oversight, and direction to ensure continuous quality improvement within the organization and, in partnership with the Advisory Council, of the HPRS.



- Drive growth relevant to community needs, efficacy, innovation, long-term sustainability, and community impact.
- Build and maintain ongoing relationships with community leaders, government officials, community partners and general public enhancing ACEH's value proposition as a membership-based coalition.

Leadership

- Maintain positive team culture inspiring participation and cooperation from ACEH staff, members, external partners and the larger community.
- Model the organization's values and provide effective motivation, encouragement, and accountability for all members of the workforce.
- Direct, supervise and evaluate work activities of direct reports and related contractors/vendors. Identify, articulate, and monitor progress against standards of behavior and performance. Address any personnel issues to promote a productive and supportive work environment.
- Ensure that direct reports are properly trained and have the tools necessary to perform the work.
- Serve as the public facing leader of the city's coalition participating in media opportunities, community forums, advocacy and education opportunities, and increasing communication around homelessness and the successes of Anchored Home

KNOWLEDGE/SKILLS/ABILITIES:

The Executive Director should possess a combination of strategic, leadership and management abilities. They should have knowledge and experience with nonprofit or governmental bodies. The Executive Director should have the ability to develop and communicate vision and understand how to support and strengthen ACEH and enhance the organization's mission and impact.

Required Skills

- **Mission-driven:** Desire to join a dedicated and ambitious staff that is passionate about making homelessness rare, brief and one-time through client-centered strategy built around Housing First.
- **Leadership:** Ability to lead by example, support staff professional development, and display heart, empathy, and resolve in daily interactions with internal and external partners as a representative of ACEH.
- **Reliability:** Ability to thrive under pressure, consistently meeting expectations and commitments on tight deadlines, all while managing a variety of tasks and relationships in an efficient and meticulous manner. Professional demeanor and experience in handling crisis or sensitive communications.
- **Flexibility:** Ability to adapt to entrepreneurial culture and complete goals in a complex and changing environment. Demonstrated collaboration skills in high-stress environments.
- **Critical thinking:** Ability to quickly grasp concepts and apply them to solve complex social problems. Demonstrated analytical and problem-solving skills.
- **Project management:** Excellent attention to detail, organizational skills, and the ability to manage multiple projects simultaneously. Experience producing reports and providing analysis of data. Experience formulating and implementing work plans and producing deliverables based on group coordination, feedback and review.



- **Communication:** Excellent written, verbal and presentation communication skills. Ability to effectively facilitate productive discussion among diverse stakeholder groups. Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors. Experience facilitating meeting and group discussions.
- **Teamwork:** Ability to work collaboratively in a team environment. Ability to effectively communicate with supervisors, peers, or subordinates. Establish and maintain interpersonal relationships.
- **Proficiency** with the following technology:
 - MS Office Suite (Word, PowerPoint, Outlook, Excel, etc.)
 - Public speaking, public relations, communication tools and relevant technology
 - Active Learning: ability to engage in ways to better or learn new skills or gain job knowledge. Willing to participate in training to build experience and knowledge

EDUCATION AND EXPERIENCE

Required Education and Work Experience

- Master's degree in business administration, public health, public administration, social work, human services or a related field (BA will be considered with adequate professional experience)
- Demonstrated experience working with complex budgets blending government and philanthropic grants
- 5+ years of executive leadership experience (in either private or nonprofit sector)
- 3+ years public policy and/or governmental experience
- 5+ years progressive supervisory experience
- 5+ years of community-based program work and/or coalition building
- Demonstrated successes in public relations, communications or related fields

Preferred Education and Experience

- 3+ years of experience in homeless service programs, housing programs, mainstream support programs like behavioral health
- Anchorage-based experience with government, philanthropic, and local business community preferred
- Alaskan-based experience in homeless services, state and local policy on housing and homelessness, behavioral health resources and local funding opportunities preferred

OTHER JOB REQUIREMENTS

All members of the workforce will be expected to demonstrate a commitment to ACEH's vision and mission and consistently demonstrate its values in all areas of their work. Moreover, everyone is expected to demonstrate collaboration and teamwork, accept direction, feedback and coaching, and prove themselves to be a reliable and consistent resource to clients and colleagues.

Ability to hold a valid Alaska driver's license, and access to reliable, insured vehicle to be used for work-related travel in the Anchorage area. Vehicle insurance must meet minimum State of Alaska requirements. Able to work remotely with consistent internet to host virtual meetings with statewide partners. Must be



able to pass a background check and driving record check. ACEH requires employees to be vaccinated against COVID-19 with exceptions only as required by law.

ANTI-DISCRIMINATION POLICY

ACEH does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, or marital status, or physical or mental disability (disability applies to any "qualified individual with a disability," as that phrase is defined in the Americans with Disabilities Act of 1990). All qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, or marital status, or physical or mental disability.