



ASSOCIATION OF ALASKA HOUSING AUTHORITIES

Building communities, empowering Alaskans.

Executive Director Job Description

Job Title: Executive Director **Reports to:** Board of Directors
FLSA Status: Full-time; Exempt **Location:** Anchorage, Alaska

Position Description: The Executive Director provides strategic vision, daily leadership and oversight of AAHA’s operations and programs including: a HUD-funded statewide training and technical assistance program; AAHA’s federal and state advocacy initiatives; production of a biennial regional housing authorities’ economic impact study; information gathering and dissemination and other programs as determined by the Board of Directors. Other responsibilities include, but are not limited to: fiscal planning/management, public relations, grant writing, fundraising and human resources. The Executive Director will successfully complete other AAHA duties as assigned.

Responsibilities & Duties:

Advocacy

- On behalf of AAHA, coordinate AAHA’s advocacy initiatives including, but not limited to: producing advocacy e-alerts, preparing correspondence with state and federal officials and developing detailed position papers, state and federal priorities and legislative testimony.

Personnel Management

- Responsible for supervising, hiring, terminating, developing, training and evaluation of staff for the purpose of appropriate and effective service delivery and to ensure the attainment of organizational objectives.
- Oversee administrative elements of Human Resources including record keeping and ensure compliance with laws and regulations governing employment practices and AAHA policies and procedures.

Board Relations

- Participate with the board in the strategic planning of the organization in response to developing needs in the state.

- Maintain regular communication with the executive committee and other board members and receive and delegate tasks assigned by the Board of Directors; communicate current opportunities, concerns and trends impacting the organization to assist the Board of Directors in policy and decision making.
- Prepare written, monthly reports to the Board of Directors that include both fiscal and programmatic aspects of AAHA's operations.
- Organize and facilitate committee meetings and take notes at the meetings.
- Organize and facilitate regular and special meetings of AAHA.
- Ensure all documents are prepared for AAHA meetings including, but not limited to meeting minutes, financial reports and committee reports.

Communications & Relationships

- Ensure regular and consistent communication is provided to AAHA's membership, HUD, AHFC, partner agencies and other key internal and external stakeholders as appropriate.
- Provide regular and consistent communication to the membership on matters that might affect the membership, including funding announcements.
- Build, develop and maintain relationships with current and prospective key stakeholders to ensure funding, sustainability and supportive partnerships.

Financial & Grants Management

- Develop and manage AAHA's budget and ensure that expenditures and revenues occur as outlined in the budget, comply with regulations, funding requirements and best practices. Coordinate annual financial audit; present audit and other financial reports to the Board of Directors and other agencies as appropriate.
- Oversee contracted accountants and ensure that accurate AAHA records are kept, including financial accounting of all expenditures.
- Submit reimbursement requests and contract/grant reports to HUD, AHFC and other grantees in a timely manner. Ensure that the organization is in compliance with all grant requirements.

Fundraising

- As outlined in the organization's annual work plan, develop fundraising requests.
- Develop grant proposals that align with the mission of AAHA or as assigned by the Board of Directors.

Special Projects

- Oversee AAHA's special projects, including the biennial production of the regional housing authorities' statewide economic impact study; AAHA's participation in AHFC statewide housing assessments and other special projects as approved or assigned by the Board of Directors.

Knowledge, Skills, Abilities & Experience

- Know and support values, strategies, mission and objectives of AAHA.

- Bachelor's degree in relevant subject area preferred. A combination of work experience and education may be considered in lieu of a Bachelor's degree.
- Previous experience in state and federal legislative advocacy; grant, program and event management and board communications preferred.
- Experience and knowledge of rural Alaska and Alaska Native culture and customs preferred.
- Excellent interpersonal and written communication skills, well organized and with a demonstrated ability to work independently.

NOTES: This position requires occasional travel. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. AAHA is an at-will employer.

Salary Range DOE: \$100,000 - \$125,000

AAHA offers a competitive benefits package.