



*The mission of the Alaska Eating Disorders Alliance (AKEDA) is to provide help and inspire hope by engaging our diverse communities in education, advocacy, and support for Alaskans affected by eating disorders.*

*Vision: Alaskans thriving in supportive, informed communities with access to effective, compassionate treatment for eating disorders.*

**Job Description:** Executive Director

**Salary Range:** \$85,000-\$95,000 exempt position DOE and is commensurate with experience and expertise. Benefits provided.

### **JOB SUMMARY:**

The Alaska Eating Disorders Alliance (AKEDA) Executive Director is a full-time, exempt position that is responsible for providing leadership and management for the organization. In this role, the position will guide AKEDA's statewide operations and address eating disorders through professional and community education, support and resources, and advocacy for systemic changes that will help Alaskans impacted by eating disorders. The values that guide AKEDA are: Diversity, Equity and Inclusion; Integrity; Respect; Collaboration; and Bravery. We welcome applicants with lived experience or personal passion for the mission.

The Executive Director will build upon a strong foundation to bring AKEDA to the next level of impact. In addition to managing the daily operations of the organization, this position will work to strengthen partnerships throughout Alaska, serve as AKEDA's spokesperson and work with the board to provide strategic leadership.

The position works primarily from home; a work laptop and monitor are provided. Candidates who live in or are willing to relocate to Anchorage are strongly preferred. As AKEDA is a statewide organization, travel to other locations in Alaska is an integral part of the position. As the leader of AKEDA, the Executive Director works normal business hours but must be available after hours or weekends for meetings or to represent AKEDA when circumstances arise.

The Executive Director reports to the Board as a whole but is supervised by the AKEDA Board Chair.

### **ESSENTIAL RESPONSIBILITIES:**

#### **LEADERSHIP AND MANAGEMENT:**

- Daily oversight of operations, finance and programming.
- Report to and work closely with the Board of Directors to create policies, raise funds, and increase the overall visibility of AKEDA throughout the state.
- Work with the board to identify annual goals for programming, fundraising and outreach, and ensure those goals are met or exceeded.



- Establish and maintain relationships with various organizations to strategically enhance AKEDA's mission.
- Support and attend monthly Board of Directors and board committee meetings.
- Work effectively with AKEDA's volunteers, Board of Directors, partner organizations, and community members at large.
- Hire, manage and develop staff.

#### **FINANCIAL PERFORMANCE & VIABILITY:**

- Ensure the fiscal integrity of AKEDA by drafting a budget for board approval, and subsequently monitor and report budget activities, ensuring the organization operates within budget guidelines and its financial policies and procedures..
- Identify and pursue fundraising and earned income activities to support program operations.
- Work with the Board Treasurer, and accountant to provide timely and accurate financial reports to the Board of Directors.
- Identify, engage and steward prospective and current donors to ensure robust, sustained contributions.
- Identify and pursue grants through grant research, writing and reporting, and relationship building with grant funders.

#### **COMMUNITY ENGAGEMENT:**

- Serve as AKEDA's primary spokesperson to the organization's constituents, the media and the general public. Oversee all communications.
- Represent AKEDA to its stakeholders and the larger community at professional meetings, presentations, donor events, and public functions.
- Research and implement new programs and activities based on community need and available organization resources.

#### **MINIMUM REQUIREMENTS:**

- A Bachelor's degree from accredited college or university in nonprofit management, public administration, business administration or related discipline, or equivalent work experience. Master's degree preferred.
- Five years experience with related skills at a non-profit (preferred) or business organization.
- Proven written and verbal communication skills; persuasive and clear communicator with excellent interpersonal skills, competent technology skills to manage Zoom meetings and offer presentations.
- Must have a valid Alaska Driver's License and proof of insurance.

#### **PREFERRED QUALIFICATIONS:**

- Past success working with a Board of Directors with the ability to cultivate new and strengthen existing board member relationships.
- Strong marketing, communications, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.



- Self-directed, commitment to excellence, high attention to detail, ability to plan and implement short and long-term goals.
- Experience and knowledge (personal or professional) working with individuals and families affected by eating disorders or other behavioral health issues.
- Experience in working effectively in collaboration with diverse groups of people from a wide range of race and ethnicities, cultures, beliefs, experiences, lifestyles, and practices.
- Knowledge of and commitment to Alaska and its cultures.
- Knowledge of best practices for non-profit organization management and operations.
- Ability to manage multiple projects and meet deadlines, while responding to emerging needs and opportunities.
- Literacy in Google Workspace and database management systems.

### **PHYSICAL REQUIREMENTS:**

- Job is performed in an (home) office setting with extended periods of sitting, exposure to computer screens and requires extensive use of a computer, keyboard, and mouse. The work described herein is primarily normal modern office work.
- Occasional lifting, moving, and carrying of technology equipment.

### **WORK SITE:**

- This position will work primarily from home.

### **TRAVEL REQUIREMENTS:**

- As AKEDA is a statewide organization, travel is expected for training programs, outreach and coalition building.

### **Application Process:**

If you are comfortable with the salary range, meet the position qualifications and are ready to bring your skills, abilities and enthusiasm to our team you are encouraged to apply. This position is open for applications until filled. Applications must include a cover letter, resume, and three professional references. Please submit your application to: [jobs.akeda@gmail.com](mailto:jobs.akeda@gmail.com)

AKEDA is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, contractors and volunteers.