

Job Title: Executive Director

Full-Time: 36 hours/week

Summary: The Executive Director is a well-organized and dynamic leader that will advance the mission of Hospice and Palliative Care of Kodiak (HPCK). The Executive Director, under the leadership of the Board of Directors implements strategic initiatives that foster the financial, organizational, and programming health of HPCK. The Executive Director manages and supports staff, creates a collaborative working environment, oversees financial and fundraising plans, engages with donors and grantors, and is responsible for the day-to-day operations of HPCK.

This individual is a compassionate leader, who is a well-organized self-starter, demonstrates effective task prioritizing, and has excellent communication and interpersonal skills. This individual has experience in health/ human services or nonprofit/ supervisory roles.

Reports To: Board of Directors

Key Responsibilities:

- Hires and supervises the Program Manager and other staff; serves as liaison between staff, volunteers, and Board of Directors.
- Implements and regularly evaluates HPCK's policies and procedures.
- Evaluates the overall performance of HPCK based on the goals and objectives established with the Board of Directors.
- Attends Board of Directors' meetings and presents a written report prior to those meetings.
- Assures HPCK's compliance with applicable state and federal laws and professional standards.
- Creates fundraising plan; works closely with the board to facilitate the organization's fundraising and sustainability goals; maintains HPCK's Gaming Permit.
- Researches, writes, and submits grant applications, maintains grant agreements, and files reports as required.
- Develops, in conjunction with the treasurer, a proposed annual budget.
- Manages HPCK's business and affairs and overall operations in compliance with the adopted budget & policies and procedures.
- Files and maintains papers required by the IRS in collaboration with HPCK's accountant and tax preparer.
- In conjunction with the Program Manager, promotes HPCK outreach & community awareness; maintains HPCK's Annual Calendar/ Hot Dates Calendar.
- Develops and maintains good working relationships with a variety of partners, individuals, community agencies/organizations, and governmental agencies to promote interagency cooperation.
- Other duties as assigned by the Board of Directors.

Knowledge, Skills & Abilities:

- Experience in management, administration of a health agency, or experience in a professional health or human services discipline preferred.
- Preference given to experience in a non-profit organization.
- Ability to communicate effectively with diverse interest groups including clients, staff, volunteers, medical professionals, grantors, donors, and members of the public.
- Computer competency including familiarity with Microsoft Office Suite.
- Pass a criminal background check.

A successful applicant must be able to communicate in a compassionate and professional manner and demonstrate professional interpersonal skills and collaborate to ensure team success. It is critical to communicate/report any violations of the policies and maintain related documents.

To Apply:

Qualified applicants should submit their cover letter, resume, and at least two professional references to: admin@hpck.org. Applications will be considered as soon as they are received; however, the position will remain open until filled. Please email admin@hpck.org with questions pertaining to this opportunity.