

EXECUTIVE DIRECTOR

Alaska Community Development Corporation

Contact: Patrick Shiflea / Alaska CDC

Address: 1517 S Industrial Way, #8, Palmer, AK 99645

Phone: (907) 746-5680 Email: pshiflea@alaskacdc.org

Web site: www.alaskacdc.org

Date posted: January 8, 2024 Closing Date: February 15, 2024

Location: Palmer, AK Worksite: On-site/office

Salary: \$95,000 - \$115,000 Exempt; salary

Status: Full Time

Benefits: Medical, dental, vision, life insurance & 403(B) tax sheltered annuity How to

Apply: Send cover letter and resume to Alaska Community Development Corporation Attn:

Patrick Shiflea, 1517 S Industrial Way, #8, Palmer, AK 99645 pshiflea@alaskacdc.org

Alaska Community Development Corporation (Alaska CDC) is recruiting for the position of Executive Director. Founded in 1979, Alaska CDC is a non-profit corporation dedicated to improving the lives of Alaskans by working with communities, individuals, and other organizations. Our mission is to educate and assist low- and moderate-income Alaskans in the acquisition, energy conservation and the retrofitting of their affordable housing.

Alaska CDC is a direct provider of housing and energy efficiency programs throughout much of Alaska including Southeast, South-central, Copper River Valley and Bristol Bay.

Alaska CDC's office is located in Palmer and we provide the following low-income housing assistance programs: Low-Income Weatherization Assistance; Senior Accessibility Modifications; Mental Health Trust Housing Accessibility Modifications; USDA Mutual Self Help Housing; Home Opportunity Program—Homebuyer Assistance; and USDA Rural Development 502 home loan packaging.

Alaska CDC works in cooperation with, and/or receives funding from Alaska Housing Finance Corporation; the State of Alaska; U.S. Department of Energy; the Low-Income Home Heating Program; U.S. Department of Agriculture; and the U.S. Department of Housing and Urban Development. We also work with local community governments, tribal organizations, and other community support and service organizations.

Alaska CDC has been primarily a grant-based agency and our annual funding has fluctuated greatly depending on available grant funding. In our early years, our funding was around \$1 million per year and we rose up to over \$11 million in 2012 when funding for home weatherization was at its peak. Alaska CDC revenues over the last five years have averaged \$3.2

million per year.

EXECUTIVE DIRECTOR JOB DESCRIPTION

A. Purpose

As chief executive of the corporation, the purpose of the Executive Director is to:

1. implement objectives as passed by the Board of Directors
2. maintain continuity and continued success of the Corporation in a manner consistent with the corporate mission
3. initiate, develop, attain and maintain funding for programs consistent with the corporate mission, including securing grants and other sources of funding
4. manage the day-to-day operations of Alaska Community Development Corporation
5. ensure legal and regulatory organizational compliance throughout the corporation
6. ensure fulfillment of funding source requirements
7. manage corporate funds in an effective, fiscally responsible and prudent manner
8. manage potential corporate risk and liability
9. exercise good business judgment, use ordinary care and prudence in the operation of the business and act in good faith and in the best interest of the corporation

B. Authority

As chief executive of the corporation, the Executive Director has actual and apparent authority to:

1. direct and control the daily activities of the corporation.
2. make agreements on behalf of Alaska Community Development Corporation for standard program operations consistent with the corporate mission.
 - a. The E.D. shall seek the advice and consent of the Board of Directors for individual expenditures over \$5,000 that do not fall within standard program operations. Examples in this category may include settlement of legal claims.
 - b. The E.D. shall seek the advice and consent of the Board of Directors when making major changes to the corporation including changes in corporate status and disposing of assets.
3. authorize employee hiring and firing decisions

The Executive Director may delegate authority as well as duties, but retains final accountability.

C. Partial Listing of Duties and Responsibilities

As chief executive of the corporation, the Executive Director responsibilities include: 1. establish and implement corporation policies and practices to carry out objectives set by the Board of Directors

2. establish and implement personnel policies in compliance with applicable statute, regulation, case law and program requirements
3. ensure program design, procedures and operations comply with corporation and personnel policies
4. direct and monitor departments within the corporation and individual programs
5. establish, maintain and cultivate relationship with funding sources, regulators, local, state, regional and federal officials and representatives and other stakeholders
6. provide effective communication with funding sources, regulators, local, state, regional and federal officials and representatives and other stakeholders
7. provide leadership and work direction to staff members with emphasis on planning,

- organization, implementation and control of program operations
8. supervise direct reporting staff including performance evaluations
 9. ensure adequate staff training
 10. authorize hiring and firing of employees
 11. establish and implement regulatory compliant policies or practices in corporate operations including; subcontractor and vendor policies and practices, purchasing, inventory control, property management, cost control, grant compliance, and program reporting
 12. direct and coordinate the preparation of all reports to be submitted to the Board of Directors, membership, funding sources, IRS, and other federal/state agencies including audited financial statements, monitoring reports, budget data/information, operational review and evaluation.
 13. prepare annual budgets for Board of Director approval then administer budgets as approved
 14. disseminate information to the public as appropriate
 15. maintain and monitor counsel and assistance to corporate staff, Board of Directors, membership, and assisted community enterprises
 16. ensure best use of physical, fiscal and human resources of the corporation
 17. Perform any additional tasks or responsibilities as delegated by the Board of Directors to ensure the efficient and effective operation of the organization.

D. Qualifications

1. College Graduate with degree in appropriate discipline. Major in social sciences, public administration, business administration, finance or related field preferred. Job experience in human resource or business development, program management, community work, or related activities may be substituted on a year-to-year basis
2. Ability to assume responsibility; be sensitive to the needs and interests of community; willing to assist in designing programs to benefit target populations.
3. Administrative/management ability with the experience and capability to assume fiscal and financial responsibility.
4. Familiar with purposes and activities of local, state and federal agencies, and public/private organizations.
5. Ability to interpret and implement policy/priorities and delegate authority and responsibility.
6. Communication skills in order to impart knowledge and information to people of different endeavors and cultural/educational backgrounds.

All inquiries will be held in strict confidence. Please note that your education, prior employment and other information will be verified prior to an offer (including a full background check). Applicants are requested to submit a cover letter with their resume. In your cover letter, detail your experience, training and/or education that support your qualifications and why you are a good fit for this position.

Please submit information via mail or email. Alaska Community Development Corporation, 1517 S Industrial Way, #8, Palmer, AK 99645 / pshiflea@alaskacdc.org