

# EXECUTIVE DIRECTOR SEARCH



## WHO WE ARE

Kids' Corps, Inc. is a 501 c-3 non-profit, with more than three decades of service to the diverse community of Anchorage, Alaska dedicated to providing high quality, comprehensive child development services through the Head Start, Early Head Start, and Parents as Teachers programs. Our services prepare children for school success by engaging parents as their child's most important teacher, supporting family self-sufficiency and effectively meeting each child's unique developmental needs.

## OUR VALUES

- Family Empowerment
- Inclusion
- Belonging
- School Readiness
- Wellness



**KENEAL CROSS  
PARENT**

"KCI helps my child thrive and me too. Parenting is hard and they support the whole family."



**TAMARA DRUNGO  
PARENT**

"They set us up to be better parents because they support the whole family along the way."



**LUIS RIVERA  
PARENT**

"The teachers are wonderful! Head Start has made my kids really confident."



**KIDS' CORPS,  
INC.**

# HIRING EXECUTIVE DIRECTOR

## JOB DESCRIPTION

Serves as the Executive Director of an Alaskan Based 501(c)3 nonprofit corporation. Under the supervision of the Board of Directors, the Kids' Corps, Inc. Executive Director provides enthusiastic leadership in the planning, design, implementation and evaluation of the Head Start, Early Head Start, and Parents as Teachers child and family development programs to ensure high quality, comprehensive child development services that prepare children for school success and engage families in positive relationships.

As principal administrator, the Executive Director leads the management team and is responsible for providing oversight that ensures compliance with federal, state and local requirements in all areas of program operations.

The Executive Director is responsible for ensuring the services, practices and culture reflect our values of family empowerment, inclusion, belonging and wellness.

## ESSENTIAL FUNCTIONS

**Strategic Leadership**  
**Governance**  
**Community Partnerships**  
**Program Management**  
**Record Keeping & Reporting**  
**Communication**

The starting range for this position is \$107,000 and negotiated with the Board of Directors. Kids' Corps, Inc. offers excellent benefits!

For a full job description and more information about Kids' Corps, Inc. go to [kcialaska.org](http://kcialaska.org). Candidates may submit a cover letter outlining their interest and qualifications and a resume to [kcialaska.org/employment](http://kcialaska.org/employment).

# LIVING IN ANCHORAGE, ALASKA



## ALASKA'S LARGEST CITY

Anchorage is Alaska's largest city with a population of about 292,000. It is located in the South Central region of the state. It is known for being a gateway to many wilderness adventures and home to many cultural sites. It hosts a number of community events and boasts miles of trails and dozens of parks. Anchorage celebrates a diverse population.

## URBAN AND WILD

Anchorage has a robust entertainment scene with concerts, theatre and fine dining. Residents also enjoy being close to world class fishing and hunting. The subarctic climate is considered moderate in Alaska. Summer temperatures frequent the mid 60's and in winter the mid 20's. Year round activities make for a vibrant community.



### START OF THE IDITAROD

The Iditarod Trail Sled Dog Race is a famed Alaska winter event. It starts in Anchorage on the first Saturday of March.



### NORTHERN LIGHTS

Once Alaska's midnight sun sets in late summer, keep your eyes on the skies to catch the spectacular Northern Lights!



### OUTDOOR FUN

Anchorage has outdoor adventures all year! From every kind of skiing to biking, hiking and everything in between.

For more information visit

[WWW.KCIALASKA.ORG](http://WWW.KCIALASKA.ORG)

## *Position Description*

### **Executive Director**

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### **ESSENTIAL FUNCTIONS**

#### ***Key Performance Area – Strategic Leadership***

- Model professional, trustworthy behavior and effective communications, hold the organization to the same standards.
- Ensure that the organization's business practices are effective, efficient, and provide both the controls and support needed for the agency to achieve its goals and maintain compliance with all applicable authorities.
- Provide vision, motivation and leadership to all Head Start employees, and the community with an eye to the future and inclusion of the mission, vision, and values of the organization.
- Implement with clear decision-making authority and accountability of all positions.
- Ensure oversight of the organization to assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, and congruent with the Head Start Act, Head Start Performance Standards and Early Learning requirements.
- Champion the importance and value of a diverse, equitable and inclusive agency environment for clients, staff and visitors. Model behaviors which support the overall philosophy and design of the organization.

#### ***Key Performance Area - Governance***

- Establish and maintain effective working relationships with the members of the Board of Directors, the Policy Council, and Head Start staff.
- Assist the Board of Directors in developing an annual training plan for governing members including diversity, equity and inclusion efforts.

## ***Position Description***

- Provide accurate, complete and timely information required by the Board and Policy Council to fulfill their fiduciary and governance responsibilities.
- Ensure that staffing, systems, and procedures are in place to effectively carry out the policies of the Board, as well as to meet all applicable funding and legal requirements.
- In partnership with the Board President, leads the Board of Directors in providing strategic leadership, and oversee strategic planning process.
- Ensures compliance with Head Start Performance Standards and all other relevant state, federal and municipal regulations
- Ensures a Policy Council with representative membership that meets Head Start Performance Standards is convened and trained annually

### Community Partnerships:

- As the public face of the agency, advocates for Head Start, early learning and family wellbeing in local, state and national settings
- Represents KCI to the United Way and Alaska Head Start Association
- Develops long term relationships with media, political representatives, the business community and funders
- Ensures regular two-way communication between Kids' Corps and the community
- Develops relationships with community collaborators that leverage resources and enhance services and fiscal sustainability
- In collaboration with governing bodies, ensures a community assessment is completed every five years and updated annually

### ***Key Performance Area – Program Management***

#### Supervision and Staff Development:

- Leads and supervises management team
- Facilitates professional development and growth of management staff
- Ensures our performance management system supports leadership development and succession planning
- Promotes a safe, supportive workplace culture where all staff receive the training and supervision, they need to provide high quality services to children & families

#### Fiscal:

- Oversees funding and procurement processes
- In collaboration with the board of directors, develops and implements a plan for revenue diversification
- Ensures the annual audit is completed and any findings addressed with corrective actions

## ***Position Description***

- Ensures timely submission of accurate fiscal reports to funders, the Office of Head Start, the State of Alaska, governing bodies, etc.

### ***Key Performance Area – Recordkeeping and Reporting***

- Develops and monitors management & fiscal progress reports to evaluate progress in meeting strategic goals
- Provides accurate, timely reports about program activities, accomplishments and challenges to the Board of Directors, Policy Council, funders, staff and stakeholders
- Ensures required fiscal and programmatic reports for all grants are completed accurately and on time

### ***Key Performance Area – Communication***

- Ensures continuous and timely flow of verbal and written communication to and from staff, Board of Directors, Policy Council, and the community
- Develops and implements communication plan for telling KCI's story and impact to stakeholders and the general public
- Oversees production of the annual program report to the community
- Ensures confidentiality of all sensitive information within the program

## **MARGINAL FUNCTIONS**

Daily adjustments to schedule may be necessary to meet the needs of the program  
Travel may be required frequently

## **POSITION REQUIREMENTS**

Required Qualifications:

- Bachelor's Degree and 6 years' experience related to management of a non-profit to include management of budgets, grant writing, and program planning and development.
- Proven, successful experience working with or directly for a Board of Directors or other Council of policymakers.
- Proven, successful experience in overall planning and management of multiple programs, budgets and senior staff.
- Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes community contact and meeting attendance, must provide proof of insurance twice a year)

## ***Position Description***

### Preferred Qualifications:

- Strong working knowledge of Head Start Act, Head Start Performance Standards, Early Learning Division and Childcare Division regulations.
- Knowledge of nonprofit business practices, including accounting, budgeting, personnel, and grants management.
- Proven ability to work in and collaborate with diverse socio-economic and multi-cultural communities.
- Participatory management style, experience with work teams and proven skills in problem solving and conflict resolution.
- Working knowledge of local community needs and resources.
- Experience working with low-income issues and diverse groups of people
- Extensive public speaking
- Knowledge of effective marketing, public relations
- Excellent oral and written communication skills.
- Intermediate to advanced computer skills, internet and e-mail.
- Understanding of software systems utilized by the agency
- Current enrollment in Child Care Division-Central Background Registry

Starting Salary: Starting range at \$107,000 and negotiated with the Board of Directors/Exempt

Introductory Period: 180 Days

### **Other Requirements**

Physical Abilities: See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

#### PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_