



## **ANDVSA Executive Director**

### **Our Vision**

The Alaska Network on Domestic Violence and Sexual Assault promotes and sustains a collective movement to end violence and oppression through social change.

### **Our Mission**

To be a collective voice for victims and survivors and to support those agencies and communities working to prevent and eliminate domestic and sexual violence.

### **We Believe**

- Interpersonal violence is the use of force or threat to achieve and maintain control over others.
- Societal oppression is the abuse of power, which systematically creates conditions that condone violence acts.
- Every human being has the right to be safe and free from violence.
- The elimination of interpersonal and societal violence is most effectively advanced through networking and coalition building at the local, state, and national levels.
- Societal change is achieved through community involvement and prevention efforts.
- Community engagement is intrinsic to the creation of a safe and just society.
- In individual self-determination, empowerment through support and education, and the right of all persons to live without fear of interpersonal violence regardless of race, gender, national origin, age, level of ability, religion, or sexual orientation.

### **Job Summary**

The Alaska Network on Domestic Violence & Sexual Assault (ANDVSA) is a coalition of domestic and sexual violence organizations across the state who make up ANDVSA's Operating Board and with which the Executive Director cultivates shared leadership. The Executive Director models and cultivates a healthy workplace atmosphere of constant learning emphasizing equity and anti-oppression systemic work, building trust, and encouraging creativity while ensuring staff and volunteer commitment to the Network's mission and strategic plan. In addition, the Executive Director represents the Network to the State Legislature, Alaska Native organizations, and the national, state and local domestic violence and sexual assault communities, forging partnerships where constructive and feasible.

In sum, the Executive Director is responsible for overseeing all aspects of the Network's operations, ensuring it functions effectively and efficiently within the policies and guidelines established by the Governance Board.



**Duties & Responsibilities:** Many aspects of the Executive Director position are delegated, although final responsibility for development and continuity rests with the Executive Director.

#### BOARD PARTICIPATION/RELATIONS

- Participate with the Operating Board in the strategic planning of the organization.
- Maintain regular communication with Governance and Operating Boards; ensure all items requiring Board approval are presented in a timely manner.
- Work with Board Chairs to organize governance board and operating board meetings through compiling board packets and providing reports.
- Evaluate the effect of external forces and trends on the organization and its members. Inform the Board of current trends, issues, problems, and activities in the organization to facilitate good decision and policy making.
- Serve as liaison between staff and the Board; receive and delegate, as necessary and appropriate, all duties further prescribed by the Board.

#### RELATIONSHIPS & PARTNERSHIPS

- Maintain a collaborative and supportive relationship with member agencies; establish and foster working relationships with relevant federal, state and tribal governmental bodies and elected officials; maintain relationships with and develop relationships with current and potential funders and donors; develop new partnerships and collaborations.
- Assist in leveraging resources and strengthening collaboration efforts between member programs and community allies through interdisciplinary training and mentoring partnerships.
- Participate in meetings and workshops with local, regional and national organizations and agencies as appropriate.

#### EDUCATION & ADVOCACY

- Conduct assessment of Alaska communities and member program needs related to domestic and sexual violence as needed. Work in collaboration with municipal, tribal, state and federal entities that influence decisions impacting needs.
- In coordination with the Legislative Committee, implement an advocacy and lobbying plan. Provide public testimony as necessary to support and promote effective laws, regulations, policies and practices for the prevention, intervention and response to domestic violence and sexual violence.
- Promote and maintain public relations to increase visibility and a positive image; oversee internal and external communications including but not limited to newsletters, social media, promotional materials, and website.

#### FISCAL MANAGEMENT

- Ensure sound fiscal operations of the organization including timely, accurate and comprehensive development and implementation of annual budget; prepare budgets and



budget modifications for each fiscal year and grant cycle to meet and reflect organizational needs and priorities.

- Support staff to identify, prepare and submit grant and funding applications. Ensure compliance with all grant reporting requirements.
- Ensure compliance with state and federal laws, IRS and funding source requirements including appropriate record keeping and reporting rules; work with an auditor for the annual state/federal financial audit and submit Board approved audit to state and federal agencies as required.

## PERSONNEL

- Support and maintain a work environment that encourages respectful interactions, equity, and diversity.
- Manage performance of the staff as direct and indirect reports; responsible for hiring, terminating, developing, training and evaluation of staff for the purpose of ensuring the attainment of organizational objectives through the selection, development, motivation, and evaluation of performance.
- Ensure compliance with laws and regulations governing employment practices and with policies and practices established by the Board. Oversee administrative elements of Human Resources including, but not limited to, proper recordkeeping, maintaining current job descriptions and organizational charts, administering employee benefits such as retirement and health insurance.

## OPERATIONS

- Assure adequate staffing and resources to timely advance ANDVSA's mission and strategic plan.
- Supervise staff in planning, implementing and evaluating program for the day-to-day operations subject to ANDVSA's policies and procedures; may delegate responsibilities as appropriate.
- Conduct the program's business in accordance with directives of the funding agencies, grant award conditions and established policies and procedures.
- Adhere to all confidentiality and abuse reporting requirements of local, state and federal law.

## Minimum Qualifications

- Must have a substantive knowledge of the field of domestic violence and sexual assault.
- Demonstrate an understanding of systems of oppression as root causes of power-based violence.
- Demonstrate a substantive knowledge of Alaska Native cultures and organizations, urban and rural.
- Have previous experience in senior leadership role.
- Possess strong aptitude for verbal and written communication, presentation, and relationship development.



- Have experience in supervision, fiscal management, grantsmanship, public relations, cultural diversity, networking, and organizational sustainability.
- Have well-developed interpersonal skills and abilities to understand and communicate with people of diverse ethnicity, socio-economic circumstance, religion, culture, and sexual orientation.

### **Preferred Assets**

- BA or BS degree.
- Five years of nonprofit related experience.
- Experience with the state legislative process and federal appropriations.
- An understanding of LGBTQ+ communities and the barriers they encounter in accessing safety and support.
- Experience with software and technology to include Office 365, databases, and grants administration.

**Status:** Full-time, Exempt

**Salary:** \$105,000.00 per contract year

**Benefits:** Generous Personal Leave – 24 days per calendar year in year one, 30 days per calendar year in year two, and 36 days per calendar year in year three; 14.5 paid holidays; 5% ANDVSA contribution to 403(b) retirement account with immediate vesting; health, vision and dental benefits for employee and family.

**Location:** Juneau, Alaska preferred; other locations in Alaska will be considered.

**Travel:** The Executive Director position requires travel on a periodic basis within state and nationally. The approximate amount of travel during the year is 10 – 15 weeks of the year.

**Required:** State and National Background Checks including fingerprints.

For more information about the position and how to apply, [view the job announcement on the ANDVSA website.](#)

ANDVSA is an Equal Opportunity Employer. This means that all persons are eligible to be employed without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. We welcome and encourage applicants from diverse groups to apply including, but not limited to, Alaska Native, African American, Latino/a, Asian/Pacific Islander, survivors of DV/SA, and LGBTQ+ communities.