



Executive Director

Job Description

Summary: Reporting to the Executive Board, the Executive Director (ED) will have overall strategic and operational responsibility for Anchorage Sports' staff, programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

Reports to: Executive Board

Salary: DOE/Exempt; Salaried

Key Attributes: Passionate about our mission; Strong work ethic, dependable, positive attitude, self-motivated, and team-oriented; effective communicator, flexible, and good humor.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Anchorage Sports volunteers, board members, event committees, members, partnering organizations, and funders.
- Develop, maintain, and support a strong Executive Board and Sports' Councils; serve as ex-officio of each committee; seek and build board involvement with strategic direction for each program.
- Lead, coach, develop, and retain Anchorage Sports' high-performance senior management and leadership team.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations while simultaneously raising funds for capital projects and improvements.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Design the expansion and complete the strategic business planning process for the program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders and political and community leaders necessary for expansion.
- Be an external local and state-wide presence that publishes and communicates program results with an emphasis on the successes of the local programs.



Qualifications

The ED will be thoroughly committed to Anchorage Sports' mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, preferably an MBA. Track record of effectively leading a team and fostering a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

NOTE: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Anchorage Sports is an at-will employer.