

Position Profile

Executive Director Federation of Community Councils

The Position

The Federation of Community Councils (FCC) seeks a strategic, dynamic new leader to serve as the organization's first executive director. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for the day-to-day functions, including administrative, operations, finances, and program activities. The Executive Director is responsible for oversight, execution, and implementation of the mission. The updated position description allows for pursuing new and creative opportunities for strengthening organizational sustainability, cultivating lasting partnerships, and championing Community Councils with a renewed emphasis on building community, expanding membership, and cultivating engaged leaders. The ideal candidate will be a proven leader with a strong ability to build trust and inspire others to pursue a shared vision.

The Organization

The Federation of Community Councils' (FCC) executive director oversees the Community Council Center (CCC) and supports the Community Councils.

Responsibilities

Leadership & Management

- Uphold the FCC's vision, mission, and core values, by leading with transparency, innovation, and strategic planning
- Safeguard the financial health of the organization, overseeing business operations, grants, finances, reserve, and budget
- Lead annual work planning and budgeting process with the FCC Executive Board
- Define objectives, identify and choose a course of action, and evaluate outcomes.
- Develop, coordinate, and enforce systems, policies, procedures, and productivity standards
- Work with the Board in developing and approving the FCC's Strategic Plan and direction and regularly review these plans and revise them as necessary

- Effectively build and nurture relationships with various stakeholders, including FCC delegates, community council officers, community council members, municipal staff, elected officials, & community members
- Assist with board and community council recruitment
- Occasionally represent FCC at public events, engaging current and potential stakeholders, and promoting FCC's mission with stakeholders and the public.
- 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 FCC delegates, Community Council Officers and members, partnering organizations, stakeholders, and community members.
- Lead, coach, develop, and retain FCC delegates, Community Council officers, community council members and potential members

The Opportunity

The Executive Director will be thoroughly committed to the Federation of Community Council's mission. All candidates should have proven leadership, coaching, training, and relationship management experience.

Specific Knowledge, Skills, and Attributes

- Strong personnel and management skills
- Ability to manage internal and external communication.
- Meticulous attention to detail.
- A successful track record in relationship building, including experience with political leaders, community engagement, and organizational partnerships.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and support recruitment, retention and training
- Ability to follow guidelines for tracking and reporting for funding grants, including filing required reports and meeting required deadlines
- Excellence in organizational management with the ability to set and achieve strategic objectives and manage a budget.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Ability to work effectively in collaboration with diverse groups of people

- Ability to draft, revise, and update policy and procedures and follow the process for board approval
- Ability to manage and maintain office systems, including inventory and recommended improvements for organizational efficiency
- Experience with drafting and maintaining records management systems
- Capacity to navigate conflict situations.
- Keen cross-cultural awareness and sensitivity.
- Creative problem-solving skills.
- Great people skills/empathy skills.
- Excellent time management skills and ability to meet deadlines.
- Enthusiasm, energy, and inspirational attitude.
- Demonstrated knowledge and commitment to Anchorage.

Education and Experience Requirements:

- High school diploma, GED, or equivalent
- Bachelor's degree in business administration or management a plus
- At least five years of progressively increasing organizational leadership experience at the senior level.
- Proficiency with office software

Personal attributes

- Ability to respond calmly and creatively to unexpected and difficult challenges and opportunities.
- High emotional intelligence – a good listener with a strong awareness of self and connection to others.
- Strives for equity; welcomes and honors differences in perspective, identity, and culture.

Short-term Priorities

The incoming Executive Director will focus on the following priorities over their first twelve to eighteen months:

1. Community Council Program Renewal: Grow, improve, and align support and programming to meet evolving community needs. Prioritize communication and collaboration, champion diversity and inclusion, and assess the current structure for maximum effectiveness and sustainability.

2. **Financial Stability:** Understand financial drivers, challenges, and opportunities and ensure plans are in place for long-term financial stability.
3. **Develop Relationships:** Focus on expanding outreach to new members and organizations while deepening engagement with FCC delegates, community council officers, community council members, municipal staff, elected officials, & community members.
4. **Address organizational needs:** Assess and update a plan to address organizational needs both immediate and long-term.

Compensation

The salary range is \$95,000-\$115,000 annually, commensurate with qualifications and experience.

Statement of Non-Discrimination

Federation of Community Councils is an equal opportunity employer to all, without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

Application Process

To apply, email a resume and cover letter describing your interest and qualifications to AmandakMoser@gmail.com. Communications will be treated confidentially, and resumes will be accepted until the position is filled. Resume reviews begin immediately. The application period closes on February 1, 2024.