



All Alaska Pediatric Partnership Director of Operations & Development

A2P2 is hiring a Director of Operations & Development. Be a part of an exciting team that is building a system where every Alaskan kid has what they need to grow and succeed.

Principal Responsibilities: The Director of Operations & Development has the principal responsibility of overseeing, coordinating, tracking and communicating the financial and grants management of A2P2 and its operating programs. Developing budgets in cooperation with the leadership team, reporting financial operations to the Board of Directors and funding agencies and assisting in the development of grant proposals are all key responsibilities of the position.

POSITION DETAILS

Reports to: Executive Director

Supports: Executive Director, Board of Directors, HMG-AK Program Director

Location: Anchorage (Hybrid)

FLSA Classification: Exempt; salary, Full-Time

Compensation: \$80,000 - \$90,000 annually

Benefits: Competitive benefits program includes medical, dental, vision, HSA, paid PTO and holidays, 403B retirement plan and employee assistance program

RESPONSIBILITIES

Director of Operations & Development Accountability:

1. Collaborating with the Executive Director and HMG-AK Program Director to identify and obtain new sources of funding.
2. Coordinating and assembling the components of successful funding proposals, working closely with the Executive Director and HMG-AK Program Director to develop complete and successful proposals.
3. Collaborating with the Executive Director and HMG-AK Program Director to develop program and proposal budgets accurately reflecting organizational goals and resources.
4. Managing all grant and funding timelines including applications, reporting, and invoicing.
5. Serving as grants liaison to the Executive Director and Board of Directors, preparing and presenting grant reports quarterly and as needed and attending staff and/or board meetings as required for successful collaboration.
6. Negotiating, drafting, and managing program related contracts and sub-contracts with appropriate contributions and collaboration with program and executive staff.
7. Coordinating and staffing the board fund development and finance committees.
8. Tracking and reporting on all donor contributions, supporting recognition efforts with timely and accurate information.
9. Utilizing all available fundraising tools to support the revenue development function of the organization.
10. Establishing functional systems for all areas of financial operations, engaging the team in utilization of adopted policies and procedures.



11. Managing all receivables and overseeing filing of invoices and reports as required to ensure timely and complete receipt of all contracted funds.
12. Overseeing the accounts payable and payroll functions of the organization, serving as the point of contact for the external bookkeeping and payroll team.
13. Developing internal budgets and collaborating with the Executive Director and HMG-AK Director on budget finalization and oversight.
14. Providing knowledgeable oversight of all financial systems, utilizing external specialists where necessary for technical support to ensure all financial operations are functioning as designed.

Director of Operations & Development Authority:

Within established budget and operating guidelines, the Operations & Development Director has the authority to:

1. Approve expenditures, sign contracts and financially obligate the organization.
2. Coordinate, draft, sign and submit external reports to grantors and other outside agencies.
Represent A2P2 in negotiating final details of grants and program contributions.

ORGANIZATIONAL STANDARDS

1. We are guided by our core purpose: Excellent health for all Alaska’s kids and we do this by building a system where every Alaskan kid has what they need to grow and succeed.
2. Our purpose can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Accounting, Finance, Business Administration, Health Care Administration, Communications or related field highly preferred
- Proficient in the Microsoft Office Suite with the demonstrated ability to learn new software applications



PREFERRED BUT NOT REQUIRED:

- Experience in financial or budget management
- Experience in program management and/or development
- Experience in fund development or fundraising
- Experience in grant writing and/or grant management
- Experience successfully supervising employees

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Strong organizational skills.
- Demonstrated ability to manage and track grants, workplans and budgets.
- Ability to read, analyze and interpret financial statements and reports.
- Ability to write reports and business correspondence.
- Analytical and problem solving abilities, organization skills.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use Microsoft Excel and Quickbooks to produce budgets and reports

NOTES

Travel: Occasional travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: 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. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to tamar@a2p2.org. The positions are open until filled; however, cover letters and resumes will be reviewed on April 18, 2022. Hiring contingent on funding.