



Alaska Native Health Board

THE VOICE OF ALASKA TRIBAL HEALTH SINCE 1968

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The Alaska Native Health Board (ANHB) is currently recruiting for a President/CEO. ANHB was established in 1968 to promote the spiritual, physical, mental, social, and cultural well-being and pride of Alaska Native people. ANHB is the statewide voice on Alaska Native health issues and is the advocacy organization for the Alaska Tribal Health System, which is comprised of Tribal health programs that serve all 229 Tribes and over 234,000 Alaska Native and American Indian people throughout the state. ANHB seeks a dynamic **President/CEO** to lead the organization, implement priorities set by the Board, and advocate with federal, state and local partners.

Location: Anchorage, Alaska, ability to travel as needed

Compensation: Dependent on experience

Classification: Full time, exempt; some weekend travel may be necessary

Interested applicants should send a cover letter and resume to anhbpersonnel@anhb.org.

Position Overview

The President/CEO is responsible for the overall direction and operation of ANHB, providing leadership by working with the Board of Directors. This position manages and directs the organization toward its primary objectives and maximizes quality of services delivered to ANHB members.

Job Responsibilities

1. Planning and Development –

- Establishes current and long-range advocacy goals and policy platforms, in collaboration with committees, securing Board approval to position the organization as a primary influence in legislative circles.
- Works with Board to establish short and long-term financial goals, including fundraising for Tribal health system events hosted in Alaska, such as a National Indian Health Board meeting in Alaska, a 50 years of ISDA celebration or similar functions, as assigned by the Board.
- Oversees a legislative issue tracking system that serves as an effective tool to monitor and communicate status and actions on advocacy efforts.
- Coordinates all events and activities necessary to support operations of the Alaska Tribal Health System.

2. Outreach and Coordination –

- Represents the organization to members, stakeholders, community partners, governments and the public.
- Promotes organization goals to all stakeholders; assures effective communication mechanisms.
- Presents and advocates for organization's objectives and priorities to government bodies in formal and informal settings.
- Plans and delivers press conferences and briefings to advance organization objectives.
- Represents ANHB at meetings and functions as set forth by Board of Directors.

3. Administrative Oversight –

- Oversees the adequacy and soundness of the organization's financial structure. Prepares and monitors budget within parameters of funding.
- Ensures timely issuance of payroll and accounting functions in coordination with the CFO and/or outside accounting contractor.
- Evaluates, monitors, and adjusts organizational design, staffing levels, and task priorities to best achieve organization's goals.
- Plans, coordinates and controls the daily operation of the organization.
- Provides advice, guidance, direction and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Ensures the organization is meeting established goals to the highest quality standard in a timely manner, practicing clear and effective communication.
- Coordinates with all applicable committees to ensure Board involvement and awareness where applicable.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for overseeing daily operations through effective leadership and team management. Duties include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; recognizing achievements and administering disciplinary actions when necessary; and addressing employee concerns while resolving workplace issues in a timely and professional manner.
- Attends Board meetings and serves on designated committees.

4. Other Duties

- Performs other duties as assigned or requested by the Board of Directors.

Skills and Abilities

- Ability to provide excellent, charismatic leadership; ability to motivate staff and Board of Directors.
- Advanced knowledge and practical experience of business and administrative practices.
- Ability to develop, monitor and analyze budgets. Advanced knowledge of Native Health

issues.

- Knowledge of financial, corporate compliance, and legal aspects of nonprofit operations.
- Communication skills necessary to listen to and/or impart knowledge and information to people of different endeavors and cultural/educational background.
- Awareness of cultural sensitivity; flexibility and adaptation to various audiences.
- Advanced knowledge of and skill negotiating legislative structures and processes.
- Ability to build and maintain relationships with key people/agencies.
- Thorough knowledge of political process at the national and state levels.
- Advanced managerial, organizational and long-term planning skills.
- Advanced oral, written and presentation skills. Advanced staff development and management skills. Skill in organizational development.
- Skill in working successfully with a Board of Directors.
- Ability to set and achieve goals.
- Ability to develop and market ANHB.
- Ability to build and sustain support for and commitment to organization's goals and objectives.
- Ability to build and sustaining contacts that enhance the status of ANHB agenda.
- Ability to represent ANHB members as a whole, balancing large organizations and small tribes.

Minimum Qualifications

- Bachelor's Degree in Business Administration, Finance, Public Administration, Public Policy or related field
- Minimum of five years of relevant work experience, or substantially similar combination of education and experience.
- Extensive knowledge of Native Health issues, concerns and programs.
- Non-profit management experience.
- Strong administrative and financial management skills, with a proven record of operational experience and accomplishments.
- Proficient in Microsoft 365 (Word, Excel, Outlook, PowerPoint) and Adobe
- Ability to lift up to 25 lbs.

Preferred Qualifications

- Master's Degree in Public Health, Business Administration, Public Administration or related field.
- Experience working or living in rural Alaska.
- Positive working relationship with Alaska Tribal health organizations.
- Extensive advocacy experience at state and national levels.