



Sprout Family Services is a private non-profit corporation with a core purpose of promoting the healthy development of children.

Job Title: Interim Executive Director
Reports to: Board of Directors
Location: Homer, Alaska

FLSA Classification: Negotiable (Contract or Salary)
Status: Part time/20 hr
Pay Range: \$75-\$95/hour

Summary of Position: The Interim Executive Director will engage in activities categorically given to executive management and not within the capacity of current staff. The Interim ED would have experience in non-profit grant run programs and the knowledge necessary to manage finances accordingly. The Interim ED will have the capacity to manage a team and maintain organization of scheduled operations. As an Interim, this position would also aid in the transition and training of a new full-time Executive Director. The hire as an Interim ED will not exclude candidate from the permanent ED position should they desire to apply.

Responsibilities & Duties include, but are not limited to:

- Adhere to and demonstrate the mission, vision, and core values of Sprout Family Services.
- Ensures accomplishment of agency and program goals, objectives & outcomes.
- Seeks, identifies, and applies to funding sources with support of staff
- Monitors budgets, assures adequate control and accounting of all funds.
- Submits regular financial reports to the Board and to funding agents as required.
- Prepares and submits regular agency and program reports to the Board & funding agencies.
- Administers personnel functions including recruiting, hiring, and firing.
- Ensures compliance with employment laws and HR policy.
- Directly supervises staff, ensures regular staff meetings, serves as a professional resource, and approves leave requests.
- Promotes appropriate staff participation in program review and evaluation activities.
- Assists with maintaining agency compliance with Federal, State & local laws concerning licensing, certification, and safety.
- Interacts with and coordinates activities with all grant/ funding partners.
- Serves as a liaison between staff and the Board of Directors.
- Works closely with the Board to facilitate the agency's fundraising goals.

Knowledge, Skills & Abilities:

- Bachelor's degree in related discipline.
- Experience in Executive leadership/management
- Experience or training in administration of a health agency or certification/ licensure/ experience in a professional health discipline.
- Preference given to experience in a non-profit organization.
- Demonstrated ability to prepare and submit successful grant/funding applications.
- Ability to communicate effectively with diverse interest groups including parents, clients, staff, professionals in related disciplines, grant or funding agency personnel, legislators, and members of the public.
- Computer competency including familiarity with Microsoft Office Suite.
- Pass a criminal background check.

Core Competencies:

- Ability to be creative and flexible to respond quickly and positively to shifting demands and opportunities, including working in a grant funded organization.
- Consistently approach work in a positive, team-oriented, and cooperative manner with colleagues.
- Active listening skills that promote curiosity and productivity.
- Ability to independently control own workflow and actively contribute support to fellow team members.

Work environment: The physical demands and work environment described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position often requires long hours of sitting in front of a computer. It does require the ability to sit through many meetings and to speak, hear and write clearly and to type. Lifting and moving equipment up to 30 pounds is sometimes necessary.

Schedule: Sprout's hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m. However, this position may require a flexible schedule and work different than the hours of operation to meet the needs of the agency. Work on some nights and weekends may be required.

HOW TO APPLY: Qualified applicants should submit their cover letter and resume to: apply@sproutalaska.org. Please send the cover letter and resume combined in one PDF document: no paper submissions, please. Applications will be considered as soon as they are received; however, the position will remain open until filled. Please email apply@sproutalaska.org with questions pertaining to this opportunity.