



Executive Director Search

The Alaska Health Care Apprenticeship Consortium is seeking a full-time Executive Director (ED) who will lead the Board of Directors and expand the organization. The Executive Director must be a Visionary Leader, Strategist, External Influencer, and Non-Profit Organization Builder.

The Alaska Health Care Apprenticeship Consortium (AHCAC) is a new multi-employer health care workforce development organization utilizing registered apprenticeship. The AHCAC is a 501(C)(3) non-profit corporation supporting Alaska's health care employers' needs of a skilled workforce while offering Alaska's residents an earn-while-you-learn career option.

See the AHCAC web site for our Vision and Mission at www.ahcac.net

The ED will report directly to the Board. The essential duties and responsibilities of the position include, but are not limited to:

Nonprofit management

- Lead the Board in developing a sustainable non-profit business model.
- Perform day-to-day nonprofit management.
- Manage personnel and contractors hired by the board.

Board development

- Collaborate with the Board to develop and implement goals and objectives.
- Develop policies consistent with the vision and mission.
- Assist the board in managing all standing and ad hoc committees.

Fundraising, membership and donor development

- Develop and perform fundraising activities, membership recruitment, and donor development.
- In collaboration with the Board, develop and implement sustainability and funding plans.
- Other duties may include: grant writing and reporting, stewardship of members and donors, event planning, and identifying new resources of funding and partnerships.

Employment and training

- Develop an annual employer needs analysis of registered apprenticeship for health care.
- Promote the utilization of registered apprenticeship in health care occupations statewide.
- Work with the state of Alaska DOLWD apprenticeship coordinator and advisory committees to develop programs of appropriate rigor and relevance.
- Identify and enroll new sponsors and apprentices.

Essential knowledge, skills, abilities, and experience we are looking for in an Executive Director include:

- Understand how a multi-employer apprenticeship program operates and how apprenticeship programs are designed.
- Understand the employer's role in registered apprenticeship and how registered apprenticeship is a workforce development solution.
- Understand how a non-profit and registered apprenticeship programs are funded
- Have management and supervisory experience with non-profit or grant-funded programs.
- Understand how to promote the employment of new, incumbent, unemployed, career transitioning and underserved populations who would like health care careers.
- Ability to promote a workforce development system that promotes the connections between education and employment through registered apprenticeship
- Have knowledge of and experience in of Alaska's education and workforce development systems.
- Understand school to apprenticeship, career pathways, and how to promote registered apprenticeship as bridge to a degree through the Registered Apprenticeship College Consortium (RACC)
- Ability to identify the connections, limitations and opportunities that would promote the utilization of registered apprenticeship in health care occupations.
- Demonstrate effective leadership and oral and written communication skill with all levels of Employers, Sponsors, Apprentices, and Community.
- Have strong interpersonal skills, be independent and self-motivated, have the ability to function in unstructured work environment and handle multiple tasks.
- Healthcare knowledge and background preferred, especially clinical practice and/or experience.
- Basic knowledge of compliance with State and Federal HealthCare regulations.
- Must have outstanding analytical skills -- ability to evaluate action plans and effectively determine where focus needs to be placed related to the needs of the AHCAC.
- Ability to travel, mainly within the state of Alaska
- Ability to coordinate and staff board meetings

AHCAC offers employment with extensions based on performance and funding. Please send a letter of interest addressing your qualifications and experience, along with your resume, to AHCAC, 520 East 34th Avenue, Suite 201, Anchorage, AK 99503. The Alaska Health Care Apprenticeship Consortium is an Equal Opportunity Employer. **Job posting closes on November 4, 2016.**

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