

EXECUTIVE DIRECTOR SEARCH ANNOUNCEMENT – updated November 26, 2024

WHO WE ARE

Established in 2005, Alaska Institute for Justice (AIJ) is an award-winning non-profit dedicated to protecting the human rights of all Alaskans, including immigrants, refugees, and Alaska Native communities. AIJ is on the frontlines of promoting justice and equity for underserved communities through three equity-focused programs:

- The Alaska Immigration Justice Project provides critical legal services to Alaska's immigrant and refugee communities, prioritizing legal representation for survivors of domestic violence, sexual assault, and human trafficking and those fleeing torture and persecution in their country of origin. AIJ has served over 7,000 legal clients since 2005.
- The Language Interpreter Center provides access to trained Alaska-based and national language interpreters and translators who remove communication barriers between legal, medical, and social service professionals and limited English proficient individuals. AIJ's Language Interpreter Center provides access to over 100 languages for non-profit, government, and private organizations across Alaska.
- The Alaska Climate Justice Program works with Alaska Native communities on climate adaptation and resilience, assisting communities in gaining access to the resources they need to become safe from the impacts of the climate crisis, and empowering them to advocate for the state and national policy-level changes needed to protect human rights, and promote and protect Tribal sovereignty.

AIJ upholds certain core values across all programs that drive the agency's mission and work in Alaska:

- We are committed to equity, justice and respect for the rights and dignity of all people;
- We work with integrity and accountability, and acknowledge our responsibility to our clients and the communities we serve;
- We pursue excellence and long-term sustainability for AIJ's work within Alaska, characterized by principles of shared values and team engagement.

THE OPPORTUNITY

AIJ seeks a transformative and inclusive leader with the experience, ability and optimism to grow and implement our vision for change in Alaska. The executive director will join our passionate, dynamic, and energetic team in a fast-paced and rewarding environment as we work across all program areas to promote human rights and justice.

AIJ's executive director will lead an organization that was brought into existence with community and statewide support working towards a vision to provide immigration, legal, and language access services to Alaskans.

While our office is located in Anchorage, our work takes us across the state to support remote coastal villages on the frontlines of the global climate crisis. We open our doors to people from around the world and welcome them to our country and community through our experienced

immigration work. And we connect with our generous donors and philanthropic organizations across the United States who financially support our operations.

Our executive director will join this purposeful work to create visibility, promote justice, and support our collective vision, values, and priorities.

KEY RESPONSIBILITIES

The executive director reports to a board of directors, leads a staff of 16 full time employees, and is responsible for overall operations of AIJ including organizational leadership, grant writing and management, financial health, fund development and response to media requests, audits, agency insurance and other legal requirements, benefits management and payroll, working with AIJ's board, lease agreements, staffing, strategic planning, and all aspects of nonprofit management.

The executive director brings leadership experience to carry out, or be poised to grow into, the following key responsibilities:

- Serve as an effective spokesperson for AIJ, representing its programs, policies and communicating our vision and success stories to our funders, partners, and the general public. Develop new partnerships with funders and nonprofit organizations and obtain funding from private and public sources to advance AIJ's mission and grow its impact. Monitor the external environment related to AIJ's mission and recommend adaptations as needed.
- Develop the annual budget and lead financial oversight in collaboration with the management team and board treasurer, and give regular updates to the board. With senior staff, implement financial policies and systems in compliance with legal and financial standards. Oversee compliance with state and federal laws and grant regulations related to AIJ's legal and language access work.
- Provide strong leadership, partnership, and communication, in collaboration with board leadership, to ensure the board of directors and committees are effectively engaged to advance the organization's mission. Design learning opportunities for directors and staff in conjunction with key board committees. In partnership with the board president, provide directors with sufficient information to make sound policy, programmatic, and financial decisions as well as assure compliance with state and federal laws and regulations.
- Foster a transparent, authentic, and collaborative organizational culture where ethical policies are understood and lived out by board and staff. Cultivate an inclusive work environment that attracts and retains a diverse staff and management team. Guide staff to develop and implement programs and strategies aligned with AIJ's values, mission, and goals.
- Understand the policy issues affecting each of the three programs and advocate for policy-level change to address the injustices and inequities impacting the clients and communities AIJ serves.

CANDIDATE PROFILE

While we understand that no candidate will embody every skill or quality, the successful candidate will demonstrate many of the qualifications and attributes listed below.

Requirements

- J.D. required; licensed in Alaska or ability to be licensed in the state within 6 months of hire.
- 10+ years professional experience that includes supervisory experience.
- Demonstrated alignment with AIJ's mission, vision and values.
- The successful candidate must live in – or be willing to move to – the Anchorage metro area.
- Demonstrated commitment to work in Alaska, including knowledge of the varied cultures and contexts of the state.
- Willingness to travel, particularly in-state.
- Strategic planning and financial management experience, including development and oversight of budgets. Ability to become proficient in federal grant management and compliance.
- Ability to build robust relationships with philanthropic organizations, and fundraise.
- Passion for social justice including immigration, language access, and climate justice.

Willingness to become knowledgeable in areas new to the candidate.

- Strong background in problem-solving, facilitation, and collaborative skills:
 - Ability to collaborate and bring groups together to think through conflict.
 - Comfort with, and enthusiasm for, working with diverse cultures, ethnicities, genders, religions, ages, and socioeconomic backgrounds.
 - Ability to balance the urgent day-to-day agency operation needs and concurrent priorities of a small non-profit serving the entire state of Alaska with multiple state, federal, and foundation funding sources.

Preferred Qualifications

- Experience working with immigrant crime victims
- Non-profit human rights work
- Experience with federal grants, state funding and foundation work
- Bilingual and/or with a linguistic background
- Understanding of Tribal Sovereignty
- Experience working with Alaska Native Tribes
- Experience working with a nonprofit board of directors.
- In-depth knowledge of nonprofit management.

COMPENSATION & BENEFITS Salary: \$150,000 - \$180,000 commensurate with experience, with a generous benefits package including paid leave, medical, dental, life, short and long-term disability, vision and retirement. The Alaska Institute for Justice is an Equal Opportunity Employer. Position open until filled.

EQUAL EMPLOYMENT OPPORTUNITY AIJ is committed to providing equal employment opportunities for all employees and applicants and does not discriminate on the basis of race, religion, color, national origin, age, gender, sexual orientation, physical or mental disability, marital status, changes in marital status, or other classifications protected by law.

Alaska Native, other Indigenous, Black, Latinx, AAPI, and other people of color are encouraged to apply, as are LGBTQ+, gender nonconforming and nonbinary people, and people with disabilities.

TO APPLY OR REFER CANDIDATES

A consultant is conducting AIJ's search and leadership transition process. Referrals to potential candidates or other inquiries may be forwarded to info@nokomisstrategies.co

AIJ is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the materials submission or interview process, please contact info@nokomisstrategies.co upon submitting your application.

Applications should be submitted electronically as a single PDF with the following components: 1) cover letter and 2) current resume.

Applicant screening will begin January 10, 2025; however, the position is open until filled. Interested parties are encouraged to submit materials before screening begins.