

Arkansas Nonprofit Alliance is hiring an Executive Director to lead our network of 800 nonprofits. Please see the description below. Resumes will be accepted until March 30th.

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Position: Executive Director Location: Little Rock
Classification: Exempt
Compensation: Competitive & Reasonable for the Market
Reports To: Board of Directors

Overview

The Executive Director of the Arkansas Nonprofit Alliance (ANA) is responsible for the leadership of the organization by providing strategic, operational, ethical, and inspirational leadership consistent with the mission, vision, values, board oversight and policies, applicable laws and regulations, and contractual obligations of the

Leadership Responsibilities

The Executive Director assesses and responds to the needs of members, staff, and the board; keeps a focus on the long-term objectives of the organization; balances strategic and tactical responsibilities; and represents the organization with multiple constituencies in Arkansas and nationally. Acting as one of the foremost nonprofit leaders in the state, the Executive Director ensures organizational excellence through assessment, transparency, collaboration, learning, creativity, communication, accountability and exceptional member service.

- Leads the development, implementation, and assessment of strategic and sustainability plans in partnership with the Board of Directors, staff, members, and stakeholders.
- Identifies and monitors trends and emerging issues related to the nonprofit sector, assessing this information based on the mission of the organization and bringing stakeholders together to address.
- Serves as the ANA's chief ambassador representing the interests of members and the nonprofit sector within key networks including the National Council of Nonprofits.
- Advances the development of the state nonprofit association network in the region and across the country through outreach, collaboration, and sharing.
- Seeks opportunities to strengthen the visibility and credibility of the organization before key audiences and stakeholders.
- Promotes active and broad participation and collaboration by members and stakeholders in the ANA network.

The Executive Director, acting in partnership with the Board of Directors (both having clearly defined roles, responsibilities and expectations) is responsible for Membership, Advocacy,

Program Development, Resource Development, Financial Management, Staff Development and Board Development/Relations.

Additional detail regarding any area of this job overview will be provided during the interview process.

Skills/Requirements

This position of leadership requires an experienced individual with strategic vision, significant management experience in a complex mission-driven organization, strong resource development skills, an entrepreneurial approach and an engaging communication style. It also requires a goal-oriented individual who has high energy and experience as a leader, who is willing to take risks and make tough decisions based on thoughtful consideration of issues. This individual should be a consensus builder utilizing a participatory approach with day-to-day operations. The following related requirements apply:

- Bachelor's or Master's Degree plus a minimum of seven years of nonprofit leadership experience or equivalent combination of education or a related field.
- Exemplary speaking, networking, communication skills and professional demeanor.
- Proven track record of resource development; experience in developing mission-related earned income.
- Self-reliant, solutions-focused, flexible, adaptable, results oriented and possess an attention to detail along with a good sense of humor.
- An attitude of servant leadership and passion for nonprofits and helping these important organizations be successful in serving our communities.
- The ability to inspire and motivate prospective members, community partners and stakeholders, including the ability to create and communicate a compelling and inspiring vision and sense of organizational purpose.
- Build an organizational culture with the board, staff and members that focuses on attaining the mission of the ANA.
- Ensure that sound programs and services are developed and aligned with strategic plans.
- Forge alliances by gaining trust and respect of donors and key private and public sources of support.
- Develop plans and budgets that are comprehensive, realistic and effective in meeting goals and measuring organizational outcomes.
- Act on an ethical set of core values and beliefs, while demonstrating integrity.
- This position requires an estimated 25-30% of travel throughout the state.

Summary

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of

Executive Director. Additional detail regarding any area of this job description will be provided during the interview process