

---

*The Prince of Wales Health Network is an equal opportunity employer.*

---

## **Job Description for Prince of Wales Health Network Director**

Hiring of this position is a collaborative decision between the Prince of Wales Health Network Board of Directors and the grant fiscal agent. The Network Director will report to the Prince of Wales Health Network Board of Directors and is responsible for the organization's achievement of its mission. The Prince of Wales Network Director will work closely with the grant fiscal manager regarding grant expenditures and grant management. Employment, either as a formal employee or contract employee will be through the grant fiscal manager. A 6 month review after contract start date and thereafter an annual review will be conducted jointly by the Prince of Wales Health Network Board and the grant fiscal manager.

### **Function**

The Prince of Wales Health Network Director represents all of its member partners. The function of this position is to carry out the mission and vision of the Prince of Wales Health Network. The position provides leadership for the Prince of Wales Health Network in building healthy and resilient communities through health advocacy and public education.

### **Responsibilities**

- Provide leadership in developing programmatic, organizational, and financial plans and carry out projects authorized by the board. Sees tasks through to completion in a timely manner.
- Responsible for the ongoing management of projects and grants, including the search for new grants for the Network projects.
- Planning of and participation in community events and activities that align with the Network's mission.
- Supervision of staff, consultants, and contractors.
- Maintenance and oversight of all public communications, including website, social media, press releases, and other media material.
- Convening quarterly meetings for the Prince of Wales Health Network membership and establishing agendas for such meetings.
- Maintain records and documents, and ensure compliance with federal, state, and local regulations.
- Promote active participation by membership and volunteers in all areas of the organization's work.
- Responsible for office maintenance and organization.

### **Qualifications**

- Preferably Bachelor's degree or higher level of education
- Demonstrated record of leadership, team player and success in strategic priorities
- Applicable administrative and management experience
- Grant writing experience
- Knowledge of and/or experience in working with city and tribal entities as well as a governing board of directors

### **Salary and Benefits**

- Hourly Wage: \$50.48 (currently funded through May of 2025 based on a 40 hour work week)
- Benefits are not offered with this position

**Application Process:** Submit a cover letter and resume to: [kara.mccoy@alaska.gov](mailto:kara.mccoy@alaska.gov)

- Successful Candidate will need to pass a state and federal background check before the first working day
- CLOSING DATE: 9-30-2024 5pm or until filled