



Sitka Homeless Coalition: Executive Director Job Description

Position Title: Executive Director

Location: Sitka, Alaska – SHC Office & Hitx'i Saani Community

Employment Type: Full-Time (40 hours/week)

Salary Range: \$67,000–\$78,000 DOE

Reports To: Sitka Homeless Coalition Board of Directors

Priority Deadline: September 14, 2025; Open Until Filled

About the Sitka Homeless Coalition

The Sitka Homeless Coalition (SHC) is a small, community-rooted nonprofit dedicated to creating safe, stable housing in Sitka and connecting people to the resources they need to thrive. Our newest project, *Hitx'i Saani* (“Little Houses”), is a housing community for individuals who have experienced homelessness. SHC also serves community members facing housing instability and works with local partners to create long-term housing solutions.

Position Overview

The Executive Director (ED) is the chief executive of SHC, responsible for ensuring the organization’s financial health, operational strength, and mission-driven impact. The ED works closely with the Board of Directors, staff, funders, and community partners to advance SHC’s mission, secure funding, and maintain excellence in program delivery.

This is a hands-on leadership role that blends organizational strategy with day-to-day operations, from managing major grants and capital projects to building relationships with community leaders and funders. We’re looking for someone who can lead with vision, manage with heart, and foster a culture of respect, collaboration, and accountability.

What You’ll Do

Fundraising, Grants, and Funder Relations

- Lead SHC’s fundraising efforts, ensuring financial stability and growth.
- Identify, apply for, and secure funding from grants, donations, and other sources.
- Maintain strong relationships with funders through regular updates, reports, and stewardship.
- Oversee all major grant reporting, including:
 - Capital grants
 - Operational grants
- Manage grant drawdowns and reporting systems, including DRGR, eLOCCS, and AHFC’s Ariba reporting.
- Call and thank donors personally.



Organizational Leadership & Management

- Supervise SHC staff and contractors, ensuring clarity in roles, responsibilities, and expectations.
- Conduct regular check-ins with staff, including weekly meetings with the Program Director.
- Develop and maintain a strong, effective Board of Directors: recruit members, manage applications, and onboard new board members.
- Prepare and distribute agendas, staff reports, and meeting materials for monthly board meetings.
- Lead Quarterly Financial Committee meetings.

Financial & Administrative Oversight

- Oversee the organization's budget, financial systems, and compliance with funder requirements.
- Ensure timely completion of all state, federal, and insurance filings, including:
 - Alaska State Employment Tax Reports
 - D&O, general liability, and workers comp renewals and audits
 - SAM registration
 - eLOCCS user recertification
- Manage accounts receivable from SHC's revenue sources
- Manage accounts deliverable for project-related expenses and recurring expenses, including rent and lease payments, storage costs, etc...

Capital Project Management

- With support of the prior Executive Director, oversight of the completion of the services building at *Hitx'i Saani* (the final phase of Sitka's first permanent supportive housing community).
- Alongside support of the prior Executive Director, coordinate with contractors, permitting authorities, and inspectors for Hitx'i Saani.
- Process payments and ensure compliance with construction funding requirements.
- Provide regular project updates to the board, funders, and community (including media and social media).

Community Engagement

- Represent SHC publicly, building strong relationships with community partners, elected officials, and the media.
- Share SHC's story and impact through interviews, press releases, stakeholder meetings, and social media.



- Participate in local and regional initiatives to address homelessness and housing needs.

Desired Background and Qualifications

- Nonprofit leadership experience.
- Experience in grant writing, fundraising, and relationship management.
- Solid understanding of budgeting, financial management, and compliance.
- Ability to manage multiple complex projects.
- Experience supervising staff and working with boards.
- Excellent communication skills, both written and verbal.
- Knowledge of federal and state housing programs is a plus.
- Bachelor's degree or master's degree in a relevant field preferred; equivalent experience will be considered.

Attitudes, Values, and Competencies

- Commitment to SHC's mission and belief in housing as a human right.
- Strategic thinker who can also roll up their sleeves for day-to-day tasks.
- Respect and compassion for people from diverse backgrounds.
- Ability to balance empathy with accountability.
- Strong organizational skills and attention to detail.
- Comfort working independently and collaboratively.

Schedule and Work Environment

- Primarily weekday hours, with occasional evenings and weekends for meetings or events.
- Based at SHC's office with regular visits to *Hitx'i Saani* and other sites.
- Occasional travel for training or meetings.

Compensation & Benefits

- \$67,000–\$78,000 DOE
- Health stipend and generous leave package.

How to Apply

Email your resume, a short cover letter, and three references to sheltersitka@gmail.com with the subject line "Executive Director Application – [Your Name]." Applications will be reviewed as they come in.