



PO BOX 8704
Kodiak, AK 99615

Kodiak KINDNESS Project Executive Director JOB DESCRIPTION

Position Profile

Executive Director (Part-Time) - Remote within Alaska
Kodiak KINDNESS Project | Kodiak, Alaska

The Position and Leadership Opportunity: Executive Director

Kodiak KINDNESS Project (KINDNESS) seeks an **experienced nonprofit professional** with a passion for infant health and family well-being to serve as its next Executive Director (ED). The incoming ED will lead the organization's strategic, financial, operational, and external efforts while supporting an exceptional team of professional staff and volunteers focused on delivering high-quality services to families. The ED will focus on pursuing creative solutions for long-term organizational sustainability, cultivating lasting partnerships, and serving as an organizational leader, spokesperson, and advocate for KINDNESS and its mission. The ideal candidate will be a resourceful and compassionate leader with demonstrated success in operational and financial management, organizational leadership, and creating and fostering mutually beneficial partnerships.

KINDNESS has experienced significant shifts over the past several years, including 501(c)(3) incorporation, rapid growth, and changes in leadership. Through these transitions, KINDNESS staff have maintained vital services, and the organization continues to enjoy a trusted reputation in the community and with partner organizations. This offers the incoming executive an opportunity to stabilize operations, strengthen organizational systems, and cultivate innovative funding opportunities and partnerships to support and amplify the mission. KINDNESS's next leader will join a closely-knit, deeply compassionate staff dedicated to supporting babies, parents, and families.

The Organization

Celebrating 20 years of operation, Kodiak KINDNESS (Kodiak Infant **N**utrition and **D**evelopment **S**upport and **S**urvey) was founded in 2006 as a program within Providence Kodiak Island Medical Center, incorporating as an independent nonprofit organization in 2021. KINDNESS's mission is to help families nourish their babies' bodies and souls. No matter how parents choose to feed their babies, KINDNESS provides compassionate, free, and evidence-based support with all aspects of infant feeding, tailored specifically to each family throughout the first year of a baby's life. KINDNESS offers in-home consultation, infant feeding classes, a 24-hour warm call and text line, pumps and feeding aids, and professional weight checks, all free of charge to families.

With a total of 6 paid staff: 4 peer counselors, 1 IBCLC, and 1 Program Services Coordinator/IBCLC, 14 volunteers, and 7 volunteer Board members, Kodiak KINDNESS operates with an average annual budget of \$150,000.

Strategic Priorities

The next Executive Director will focus on the following priorities, while partnering with the Board to strategically prioritize goals.

Long-term Organizational Priorities

Rev. 7/2026

- Continue to advocate for KINDNESS's mission at the local, state, and federal levels.
- Steward and strategically deploy a recent significant philanthropic gift in alignment with donor intent and the organization's long-term sustainability, while identifying and expanding opportunities to increase the organization's financial sustainability.
- Improve communications and marketing to clearly share what KINDNESS has to offer.
- Prioritize the cultivation of sustainable, strategic partnerships.

Twelve-to-Eighteen-Month Executive Director Priorities

- Develop a comprehensive understanding of the organization through engagement with the Board, staff, peer counselors, volunteers, organizational history, finances, programs, and operations.
- Build new and maintain existing relationships with partners, community members, legislators, and other key stakeholders.
- Provide staff and peer counselors with support, stability, consistency, and clear expectations while reinforcing accountability and mission delivery.
- Clarify organizational roles, responsibilities, reporting relationships, and internal structures.
- Assess organizational capacity and, as needed, hire or contract additional help.
- Assess current funding strategies and research and develop new, diverse funding sources.
- Working with the Board, refine and implement the strategic plan.
- Strengthen organizational systems, processes, and capacity to support sustainable growth and effective mission delivery.

Key Responsibilities

Reporting to the Board of Directors, the Executive Director serves as the organization's internal leader and external advocate, providing strategic, operational, financial, and organizational leadership while championing KINDNESS's mission among policymakers, partners, and the community. Specific responsibilities include, but are not limited to:

Executive Leadership:

- Partner with the Board of Directors to establish organizational strategy, priorities, and goals, while leading day-to-day operations and implementation within the authority delegated by the Board.
- Support and supervise the Program Services Coordinator, who oversees day-to-day program operations and supervises peer counselors and volunteers.
- Ensure that all programs, policies, and procedures align with the values, mission, and strategic direction established by the Board.
- Promote positive communication and strong working relationships with the Board, providing timely financial, operational, programmatic, and strategic information, along with regular reporting and recommendations to support sound governance and decision-making.
- Partner with the Board to strengthen governance practices, Board engagement, organizational oversight, and long-term leadership capacity.
- Establish and maintain clear organizational roles, responsibilities, reporting relationships, and decision-making processes.
- Foster a culture of accountability, collaboration, trust, and respect across the organization.
- Oversee day-to-day organizational operations, ensuring effective systems, policies, procedures, and internal processes.
- Ensure organizational compliance with applicable legal, regulatory, contractual, and funding requirements.
- Lead and support the organization through periods of growth, transition, and organizational change.

Community Outreach and Partnerships:

- Build and maintain positive, productive, and innovative collaborations to advance the mission.
- Connect with existing and identify new partners, including local hospitals, clinics and medical providers, corporate and nonprofit partners, and state and federal agencies.
- Build and maintain strong relationships with community organizations, policymakers, funders, and other key stakeholders.
- Represent KINDNESS as a credible, collaborative, and trusted partner within the community and beyond.

Financial Strategy and Fundraising:

- Identify and develop potential funding sources and strategies with an eye toward long-term financial sustainability and revenue diversification.
- Cultivate and maintain relationships with key donors, funders, and partners to encourage ongoing financial support.
- Provide financial oversight and strategic direction, including budgeting, financial planning, monitoring organizational financial performance, and working with the Board to maintain sound financial practices.
- Coordinate and negotiate organizational contracts, working with the Board as appropriate for review and approval, and oversee contract implementation and compliance.
- Oversee grant and contract requirements, including reporting, compliance, and timely deliverables, in collaboration with staff and contractors as appropriate.
- Research, develop, and pursue diverse funding opportunities, including philanthropic support, grants, and contracted services.

Communications and External Relations:

- Serve as the primary spokesperson and advocate for KINDNESS, ensuring KINDNESS, its mission, and programs are consistently presented in clear, strong, and positive ways.
- Guide effective marketing and communications strategies consistent with organizational priorities and goals.
- Effectively communicate program impacts on infant health and family well-being to funders, partners, policymakers, and the community.
- Represent KINDNESS in community, professional, governmental, civic, and private settings.

Qualifications of the Ideal Candidate

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

Skills and Expertise

- History of building and maintaining robust working relationships and high levels of trust.
- Strong interpersonal relationship skills, including a desire to build alliances with community organizations, partners, and other stakeholders.
- Experience in designing and implementing revenue development and diversification strategies, including through fundraising, grant development, and contracted services.
- Three or more years of progressive nonprofit leadership and management experience preferred.
- Experience working with a Board and building Board capacity, governance, and engagement preferred.
- Exceptional written and verbal communication skills, with an ability to communicate effectively and comfortably with a variety of audiences.

- Experience leading, managing, and developing high-functioning teams, including recruiting, developing, and retaining staff.
- Demonstrated experience in grant writing, grant administration, and compliance, particularly with state and federal programs.
- Demonstrated financial literacy, including experience with budgeting, financial reporting, financial planning, and financial oversight.
- Experience leading organizations or teams through periods of growth, transition, or organizational change.
- Ability to work independently, prioritize competing demands, manage time effectively, and maintain consistent communication in a remote work environment.

Attributes

- Passion for KINDNESS's mission and excitement to make a meaningful impact in support thereof.
- A collaborative, approachable, and accountable leadership style consistent with building and maintaining an authentic, transparent, and respectful work culture.
- Demonstrated experience setting and implementing a vision and inspiring and motivating others in pursuit of a strategic direction.
- A confident and humble leadership style with a diplomatic and politically aware approach to relationship building and decision-making.
- Ability to think strategically, see the full picture, and integrate available resources to efficiently and effectively meet the mission.
- Ability to establish appropriate boundaries, make sound decisions, and balance competing organizational priorities with diplomacy and good judgment.

Compensation and Benefits

Kodiak KINDNESS is dedicated to finding the right person to lead our organization. The position has flexible work hours, with an expectation of **25 hours per week**. KINDNESS does not currently have office space, and this position will be **work-from-home and remote within Alaska**, with flexibility on location and occasional travel to Kodiak as needed.

The salary for this position is **\$54,080 annually**. Kodiak KINDNESS does not provide employer-sponsored retirement contributions, medical, dental, or vision insurance. It does, however, offer a paid time off (PTO) program that includes monthly PTO accrual in accordance with organizational policy.

Application Process

To apply, email your credentials to board@kodiakkindness.org. Applicants should include a resume and cover letter describing their interest and qualifications. For questions, contact the Kodiak KINDNESS Search Committee at board@kodiakkindness.org. Communications will be treated in confidence. **Deadline for application submission is Monday, October 19.**

It is the policy of Kodiak KINDNESS Project to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.