



# Project GRAD

KENAI PENINSULA

Graduation Really Achieves Dreams

## Open Position – Executive Director, Project GRAD Kenai Peninsula

### About Project GRAD

Project GRAD Kenai Peninsula is a nonprofit organization committed to supporting students and educators by enhancing educational opportunities in rural communities. We work closely with schools, families, and local partners to provide resources that ensure student success.

We are seeking a strategic, relationship-driven, and emotionally intelligent Executive Director to lead our organization through its next phase of growth. The ideal candidate will be a skilled leader who can balance compassion with strength, vision with action, and collaboration with decisiveness. This role requires a deep commitment to education, strong fundraising acumen, and the ability to foster meaningful connections with schools, educators, and community partners.

The Executive Director must be based in Homer, Alaska, and be willing to travel to remote school sites as needed to build relationships and support program implementation.

### Key Responsibilities

- **Leadership & Vision:** Provide strategic leadership that aligns with Project GRAD's mission and goals.
- **Stakeholder Engagement:** Actively strengthen relationships with school districts, educators, and community partners through site visits, collaboration, and engagement.
- **Fundraising & Financial Oversight:** Secure new funding sources to sustain and grow Project GRAD's programs, ensuring long-term financial health.
- **Board & Governance Relations:** Work closely with the Board of Directors to ensure strong governance and accountability.
- **Team & Culture Management:** Hold space for an emotionally perceptive team while fostering a productive and supportive work environment.



907-235-1062



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## Candidate Qualifications

- Bachelor's degree required (Master's degree preferred) in Education, Nonprofit Management, Public Administration, Business Administration, or a related field.
- Proven executive leadership experience, preferably in nonprofit management.
- A track record of successful fundraising, grant writing, and financial oversight.
- Strong emotional intelligence and the ability to navigate interpersonal challenges with grace.
- Experience working with boards, governance structures, and compliance.
- A relationship-builder with a commitment to strengthening partnerships and community connections.
- Passion for education, equity, and community impact.
- Willingness to travel to rural and remote sites to engage directly with communities.

## Compensation & Benefits

- **Salary range:** \$90K–\$110K DOE
- **Benefits package includes:** 401(k), paid time off (PTO), paid holidays, and medical premium reimbursement.
- **Hybrid work opportunities available.**


## Additional Requirements

- Employment is contingent upon passing a background check.
- Must possess a valid driver's license and be insurable under the organization's policy.
- This is an office-based role with occasional lifting of up to 25 pounds and the ability to sit, stand, and use a computer for extended periods.
- Ability to travel to rural and remote locations as part of community engagement and program implementation.

## Application Process

Interested candidates should submit:

- A resume
- A cover letter explaining their leadership philosophy and how it aligns with Project GRAD's mission.
- (Optional) A short video introduction sharing why they are interested in this role.

 **To Apply:** Send application materials to [khartill@kpbsd.k12.ak.us](mailto:khartill@kpbsd.k12.ak.us)

For questions about the role, please contact:

 **Kathryn Hartill, Executive Assistant** – [khartill@kpbsd.k12.ak.us](mailto:khartill@kpbsd.k12.ak.us)