All Alaska Pediatric Partnership Director of Finance

A2P2 is hiring a Director of Finance. Be a part of an exciting team that is building a system where every Alaskan kid has what they need to grow and succeed.

Principal Responsibilities: The Director of Finance (DOF) is a member of the organization's leadership team. The DOF has the principal responsibility of overseeing, coordinating, and executing all financial operations of the organization and its programs. The DOF works closely with the Director of Operations, Director of Programs and Program Managers and is supported by a coordinator position.

POSITION DETAILS

Reports to: Executive Director
Oversees: Administration & Finance Coordinator and Accounting & Bookkeeping Contractors
Location: Anchorage office (Hybrid)
FLSA Classification: Exempt; Salary, Full-Time
Compensation: $90,000 – 105,000 annually
Benefits: Competitive benefits program includes: Medical, Dental, Vision, HSA, Life and AD&D insurance, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program

RESPONSIBILITIES

Director of Finance Accountability:

1. Provide knowledgeable oversight of all financial operations ensuring they are functioning as designed, leveraging external expertise for technical support, as needed and work closely with the Executive Director and leadership team to support and strengthen the organization's internal financial infrastructure.
2. Supervise coordinator-level staff and oversee all accounts payable and receivable functions of the organization.
3. Develop and manage internal budgets in collaboration with the Executive Director and leadership team, ensuring appropriate processes and resources are in place to support their use in programmatic and fund development activities.
4. Oversee all compensation and payroll-related functions, including periodic compensation analysis activities and revisions to compensation policies and procedures in collaboration with the Director of Operations.
5. Work closely with the leadership team to communicate financial information and funding needs to support program development and sustainability.
6. Support the organization's efforts to obtain appropriate funding by developing grant and contract budgets that accurately reflect the organizational goals and resources, with support from the leadership team and the Executive Director.
7. Maintain a strong understanding of grant and funding requirements, and oversee grant administration processes, including application deadlines, funding allocation tracking, invoicing, reporting, and compliance with funder requirements.

8. In collaboration with the Executive Director, serve as financial liaison to the Board of Directors and oversee the meetings and activities of the Board Finance Committee, including the preparation and presentation of financial reports, budget presentations and participation in meetings of the full board.
9. Oversee the contract and ongoing relationship with the organization's external bookkeeping and accounting teams, serving as the main point of contact, as needed.
10. Negotiate, draft, and manage the organization's contracts and sub-contracts with appropriate contributions leveraging contributions from the leadership team and program management staff, as needed.
11. Manage and update the organization's financial policies and procedures, ensuring compliance with state and federal accounting and tax requirements, collaborating with the Director of Operations and Executive Director and leveraging contracted external expertise, as needed.
12. Support the organization's utilization of all available fundraising tools to meet the revenue development goals of the organization, oversee individual donor and corporate donation tracking and report on all donor contributions, collaborating with the Communications Manager to support donor-recognition activities with timely and accurate information.

ORGANIZATIONAL STANDARDS

1. We are guided by our core purpose: Excellent health for all Alaska's kids and we do this by building a system where every Alaskan kid has what they need to grow and succeed.
2. Our purpose can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community "close to home."
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- A bachelor's degree is required; Strong preference for degrees in accounting, finance, business administration, health care administration, or related fields
- Proficient in Excel and the Microsoft Office Suite with the demonstrated ability to learn new software applications
- Proven experience in finance or budget management required

PREFERRED BUT NOT REQUIRED

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience in grant management
- Experience in program management and/or development
- Experience in fund development or fundraising
- Experience successfully supervising employees

SKILLS, KNOWLEDGE AND ABILITIES

- Strong organizational and time-management skills
- Strong motivation and initiation skills and ability to work independently
- Excellent communication and interpersonal skills, both written and verbal
- Ability to effectively present financial information and respond to questions from all levels and sources
- Demonstrated ability to manage and track multiple grants, workplans and budgets
- Ability to efficiently use Excel to produce budgets. Knowledge of QuickBooks is not preferred but not required
- Ability to read and interpret financial statements and reports
- Ability to write reports and business correspondence
- Analytical and problem-solving abilities
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization

NOTES

Travel: Occasional travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.
Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to employment@a2p2.org. The position is open until filled; however, cover letters and resumes will be reviewed on November 16, 2026.