



## **Wild Energized Life Seeking Part-Time, Remote, Executive Director**

### **About Us:**

Wild Energized Life (WEL) is a nonprofit organization committed to providing comprehensive services and support to individuals facing health challenges. Our mission is to empower and uplift men and women through personalized programs, resources, and a supportive community. We believe in fostering a space where every individual can find strength, resilience, and hope.

### **Job Overview:**

We are seeking a dynamic and visionary leader to serve as the Executive Director. The Executive Director will play a pivotal role in shaping and executing the organization's strategic initiatives, ensuring the delivery of high-quality services and driving sustainable growth. The ideal candidate will bring a passion for the mission, strong leadership and organizational skills, and a commitment to successful nonprofit management.

### **Organization Background:**

Currently, WEL manages the Extra Toughs program, 12-week wellness cohorts for women survivors of breast and gynecological cancers. Our cohorts generally serve about 15 women in the Mat-Su and Anchorage area. This program was previously managed by Let Every Woman Know (LEWK). In 2023, WEL took over the Extra Toughs program, receiving our nonprofit status in December of 2023. The past year the organization has prioritized grant funding and developing organizational processes to minimize the administrative burden of running the organization. As we look ahead, we are working to build sustainable programming that will increase program participation. We rely heavily on grant funding and have organizational funding through October 2025. We will begin organizational strategic planning with support from the Mat-Su Health Foundation in October 2024. This process will provide additional direction for the E.D. position.

### **Hiring contact:**

Kierre Childers, interim Executive Director

[wildenergizedlife@gmail.com](mailto:wildenergizedlife@gmail.com)

907-903-1664

**Desired start date:** October/November 2025

The following are the **desired qualifications** for candidates. We understand most candidates will not have all of these and encourage applicants to apply if only meeting some of these qualifications.

- Bachelor's degree in a relevant field or 3 years demonstrated work experience
- Experience in the nonprofit sector, particularly in health services, preferred
- Strong strategic planning and organizational skills
- Grant management and reporting experience
- Familiarity with marketing and community outreach
- Demonstrated success in fundraising and resource development
- Ability to manage time effectively
- Proficiency with technology, including Google Workspace, Wix, and Stripe.
- Excellent written, verbal, and interpersonal communication skills
- Ability to prioritize, set, and meet deadlines
- Understanding of the healthcare landscape and issues related to cancer support services.
- Compassion, empathy, and a deep commitment to serving a client population with health challenges.

### **Responsibilities:**

#### **Program Facilitation:**

- Participant Referrals/Intakes/Reevaluation
- Program Coordination - ensuring cohort participants receive cohort details

#### **Program Development and Implementation:**

- Oversee the design, development, and implementation of programs and services that address the unique needs of program recipients.
- Ensure the effectiveness and impact of existing programs and identify opportunities for expansion or enhancement.

#### **Marketing:**

- Maintain and update website
- Utilize digital platforms, including social media, email campaigns, and advertising, to effectively reach and engage the target audience.
- Craft compelling narratives that effectively communicate the impact of the organization's programs and services.
- Develop engaging content for various channels, including newsletters, blog posts, and multimedia presentations.

#### **Community Engagement and Outreach:**

- Design and implement outreach initiatives to connect with the local community and target demographics.
- Cultivate and maintain relationships with community leaders, healthcare professionals, and organizations to enhance collaboration and support.

- Work with the Board of Directors to plan and execute successful fundraising events, ensuring effective promotion and attendance.
- Leverage events as opportunities to showcase the organization's mission and connect with supporters.

**Data Analytics and Metrics:**

- Utilize data analytics tools to measure grant goals and analyze the impact of marketing strategies.
- Make data-driven decisions to refine and optimize marketing efforts for maximum effectiveness.

**Resource Development:**

- Lead fundraising efforts, including grant writing, donor cultivation, and special events, to secure the financial resources needed to sustain and grow the organization.
- Build and maintain relationships with key stakeholders, partners, and donors.

**Financial Management:.**

- Work closely with the organization treasurer and our bookkeeper to monitor financial performance and make informed decisions to achieve organizational goals.
- Facilitate the billing and payment collection to and/or from program facilitators and participants
- Submit grant reports and financial summaries as requested

**Board Relations:**

- Collaborate with the Board of Directors to provide regular updates, seek guidance, and ensure alignment between the board's strategic direction and organizational priorities.
- Facilitate effective communication and engagement with board members.

**Work schedule:**

- The Executive Director position is part-time, remote, and offers flexible hours, with a workload of up to 40 hours per month.

**Compensation:**

\$45/hr DOE