

Job Announcement Executive Director Northern Alaska Environmental Center

ORGANIZATIONAL BACKGROUND

The Northern Alaska Environmental Center began as the Fairbanks Environmental Center in 1971, changing to its current name in 1981 to reflect more accurately its broad mission and geographic purview. For over forty years, NAEC has been the Alaskan voice for the environment in the Arctic and sub-Arctic and surrounding seas. NAEC serves Alaska's Interior and northern regions through grassroots activism, public education, legislative advocacy and legal intervention to protect the ecological integrity of public lands and promote a sustainable future. NAEC also addresses environmental quality of life issues impacting local residents such as air pollution, and municipal policies addressing climate change. Approximately half of NAEC's members reside in Alaska, and half of these in the Fairbanks area; the other half reside "Outside," a testament to the indelible impression Alaska's wildlands make on visitors, and the importance of many issues NAEC focuses on, including the Arctic National Wildlife Refuge, mineral, coal, oil and gas extraction in the Arctic, and the impacts of industrialization and climate change on Alaska's wildlife. NAEC addresses these issues through its programs: the Arctic, Clean Water and Mining, and Legislative Liaison and Conservation Solutions Programs.

CONSERVATION CONTEXT

Northern Alaska comprises the largest and most ecologically intact wildlands remaining in the United States. The exceptional fish and wildlife found here are world-renowned and have long been the foundation for Alaska Native subsistence culture; these remain a source of nourishment, employment, pride and self-identity for many Alaskans today. Northern Alaska is also rich in oil, gas, coal and minerals; this natural wealth is matched by its climatic severity, cultural diversity, and wide-ranging attitudes toward conservation values. Industrialization and related infrastructure such as roads and pipelines, as well as a growing human population, pose imminent threats to wildlands, while intensified fossil fuel and mineral exploitation have grave implications for global climate change. Although Alaska National Interest Lands Conservation Act legislation afforded visionary protection to many outstanding federal lands, northern Alaska's ecosystem-scale wildlands transcend land ownership boundaries and much of the landscape remains at considerable risk of fragmentation, development and non-sustainable management. Finally, warming temperatures and related ecosystem responses are occurring faster and more intensely in the Arctic than at lower latitudes, such that this land and all its inhabitants face an uncertain future. Together with diverse stakeholders, including Alaskan and national conservation partners, NAEC plays a critical role in protecting some of the last and best wild and undeveloped landscapes in our nation and, indeed, on our planet.

Key Responsibilities of the Executive Director:

The Executive Director reports to the Board of Directors and manages all day-to-day aspects of the organization including administration, programs, public outreach, media, fundraising and other responsibilities to carry out the organization's mission. S/he is the organization's Chief Conservation Officer and is a working manager.

1) Organizational and Programmatic Leadership

- Contribute significantly to sustaining and developing NAEC's organizational vision, mission and goals
- Inspire, lead, and supervise staff
- Lead staff program planning including development and implementation of the annual operating plan

- Evaluate and implement existing and new programs in a manner calculated to realize organizational mission while also making best strategic use of limited resources of time and funding
- Demonstrate a keen sensitivity to emerging threats and opportunities and an ability to translate that strategically into programmatic responses
- Develop, manage, increase and oversee an annual budget of \$400,000 per year ensuring compliance with state and federal law and policies set by the NAEC Board of Directors
- Oversee NAEC's building and property
- Play a leading role in implementing one of NAEC's core thematic areas: legislative and local conservation solutions, mining and clean water or Arctic. Duties include fundraising, program activities and public relations
- Participate in development of positions and strategies for Center issues.

2) Fundraising and External Relationships

- Develop and implement the annual fundraising plan to support programs and to fund responses to emerging threats and opportunities. Work with staff to prepare grant proposals and meet foundation reporting requirements
- Effectively represent and advocate for NAEC's positions with decision-makers, agencies, community leaders, the media and the public and inspire NAEC members to do likewise
- Sustain strong grassroots effectiveness by building and mobilizing NAEC's membership and volunteer base
- Identify and cultivate potential donors

3) Staffing

- Hire and terminate, supervise, and provide regular and meaningful written evaluation to staff
- Encourage staff to seek out professional development opportunities and budget for such opportunities
- Foster an atmosphere of collaboration in the workplace through respect for staff input and promotion of staff leadership and maintain a professional, safe and effective workplace environment
- Develop internship and volunteer opportunities
- Maintain effective personnel policies and procedures in compliance with law

4) Board Relations

- Facilitate information flow between Board of Directors, staff and members for optimal, collaborative management of the organization
- Provide BOD with financial, personnel and other information necessary for timely and effective oversight of the organization including matters related to ongoing and potential litigation
- Provide support for accomplishment of BOD's contribution to the annual fundraising plan

- Provide support for ongoing BOD development
- Work with the BOD to develop plans, policies and programs that further the mission of NAEC and ensure organizational compliance with applicable laws and regulations

Minimum Qualifications

- Bachelor's degree from an accredited institution
- Three years of professional experience in conservation or a closely-related field, preferably in any of the Center's current areas of emphasis
- Demonstrated success in foundation grant-seeking and individual donor development
- Experience with fundraising, strategic and annual operations planning
- Supervisory and team leadership experience
- Experience with non-profit financial management
- Excellent written and oral communication skills
- Competent computer skills and familiarity with social media

Preferred Qualifications

- Strong desire to have a positive impact on the future of Alaska and on Alaskans' commitment to conserve its unique wilderness, wildlife and quality of life
- Vision for taking NAEC to the next level of excellence through expanded programs and increased revenues
- Understanding of and experience with Alaska's political, environmental and social context
- Experience with management of a non-profit organization with a budget of at least \$200,000 per year
- Experience with management of a non-profit environmental program or organization
- Experience developing environmental policy (legislative, agency or advocacy) and grassroots conservation campaigns
- Experience working with the media

Application process

Send resume, cover letter, and complete contact information for three professional references to edsearch@northern.org with subject line: NAEC ED application_Last name_First name. Please convert all attachments to PDF format. Include in your cover letter your qualifications for this position and a statement (500 words max) on the following topic: NAEC's organizational vision states, "We envision a naturally thriving, biologically and culturally diverse, wildlands-rich, sustainable, inspiring and thoughtfully protected northern Alaska, forever." This vision leaves considerable room for a strong leader, working with the board and staff, to create effective strategies for addressing opportunities and challenges in northern Alaska. What makes you this leader?

Start date: May 1, 2014. Review of applications will begin immediately but applications will be accepted until the position is filled. In addition to references provided by the applicant, NAEC reserves the right to make additional inquiries or to contact any person listed on the applicant's resume for a reference.