



JOB DESCRIPTION

Title: Executive Director

Reports to: Board of Directors

FLSA Status: Exempt

Position Summary

The executive director is a full-time position responsible for the day-to-day activities of the organization. Through a collaborative approach to leadership and developing strategy and solutions-based outcomes, the executive director works closely with the Board of Directors, staff, the local community, and both state and national partners to inspire connection and commitment to the Northern Center mission across a diversity of perspectives. The executive director brings a deep commitment to conserve Northern Alaska's unique wilderness, wildlife and quality of life, and continues to grow the organization's impact through enhanced programs and increased revenues. The executive director supports staff in organizing work grounded in principles of equity and justice. The Northern Center has adopted the Jemez Principles for Democratic Organizing in order to inform and guide its work in a way that leverages our historical privilege in building a more inclusive conservation community in Alaska and beyond.

General Responsibilities

- **Board of Directors:** Works with the Board to fulfill mission.
 - Responsible for leading the Northern Alaska Environmental Center in a manner that supports and guides the organization's mission in collaboration with the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for generating revenues to support Northern Alaska Environmental Center's mission by managing relationships with foundations and grant writing, maintaining relationships with existing long-term donors, developing new donor relations, and supporting staff who run fundraising events.
 - Responsible for the fiscal integrity of the Northern Alaska Environmental Center, which includes working with the Finance Committee to monitor budget progress and developing and submitting to the Board a proposed annual budget that accurately reflects the financial condition of the organization and is in line with organizational values.
 - Responsible for the fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintaining the organization's positive financial position.

- **Organization Mission and Strategy:** Works with the board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - Responsible for the implementation of the Northern Alaska Environmental Center's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that the Northern Alaska Environmental Center can successfully fulfill its mission into the future.
 - Responsible for training, developing leadership roles, and leveraging privilege as a predominantly white-led organization to support a broad coalition of partners that includes Alaska Natives and people of color.
 - Responsible for the enhancement of the Northern Alaska Environmental Center's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for cultivating an office culture in which all people (regardless of background, any facet of identity) feel welcome and supported in their work.
 - Responsible for hiring, supporting, and retaining competent, qualified staff.
 - Responsible for the effective administration of Northern Alaska Environmental Center's operations.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Essential Job Functions

- Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supports, supervises, and collaborates with organization staff.
- Strategic planning and implementation.
- Planning and operation of the annual budget.
- Serves as Northern Alaska Environmental Center's primary spokesperson to the organization's constituents, the media, funders, and the public.
- Establishes and maintains relationships with various organizations and utilizes those relationships to strategically enhance the Northern Alaska Environmental Center's mission.
- Engages in fundraising and developing other revenues.
- Oversees marketing and other communications efforts.
- Supports the organization's Board and committee meetings.
- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operations of the organization.
- Reviews and approves contracts for services.

Non-Essential Job Functions

- Other duties as assigned by the Board of Directors.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with their hands and arms and lift items weighing up to 20 lbs. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

Northern Alaska Environmental Center is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Work Environment

This position is performed in a dynamic, small office setting. Some evenings and weekends may be required. Additionally, this position generally requires travel within and outside the state several times per year, contingent upon public health guidance.

Professional Qualifications

The following are required:

- Bachelor's degree from an accredited institution.
- Three years of staff management experience.
- Commitment to advancing a broad vision of conservation that recognizes the intersection of conservation and social justice and promotes the voices of historically marginalized communities, especially Indigenous partners.
- Active fundraising experience, including but not limited to grant writing to foundations or other funding bodies, fundraising via individual member contributions, running fundraising events, or other money raising activities.
- Demonstrated strategic thinking and planning abilities. Ability to envision and convey an organization's strategic future to staff, board, volunteers, and donors.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills, particularly the ability to communicate as a leader.
- Understanding of and experience with political, environmental, or social coalitions.

The following are preferred:

- Five or more years senior nonprofit management experience or experience with management of a non-profit environmental program or organization.
- Three years of professional experience in conservation or a closely related field, preferably in any of the Northern Center's current areas of emphasis.
- Experience and skill in working with a Board of Directors.
- Experience developing environmental policy (legislative, agency or advocacy) and grassroots conservation campaigns.
- Demonstrated ability to cultivate donor and financial relationships that support organizational sustainability or growth.
- Demonstrated ability to support, oversee and collaborate with staff.
- Ability to effectively communicate an organization's mission to donors, volunteers, and the overall community.
- Previous success in establishing relationships with individuals and organizations of influence, including funders, partner agencies and volunteers.
- History of successfully generating new revenue streams and improving financial results.

Additional job information

Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
- Ability to refrain from violence.
- Ability to work in cooperation with other workers within the organization.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

Northern Alaska Environmental Center is an Equal Opportunity Employer.