

ALASKA NANNUT CO-MANAGEMENT COUNCIL

Job Description

Title: Executive Director
Location: Nome, Alaska
FLSA Status: Exempt

Salary Range: DOE
Schedule: Full Time, Regular
Last Revised: April 2022

JOB SUMMARY:

The Executive Director is responsible for coordination and supervision of all programs, day-to-day operations, activities, and employees of the Alaska Nannut Co-Management Council (“ANCC”). The Executive Director manages and provides professional leadership to staff and volunteers; actively develops and oversees programs, including strategic planning and organizational development and fundraising; and travels domestically and internationally to attend organizational meetings and conduct community outreach. The Executive Director provides ongoing and transparent consultation and support to, and serves at the pleasure of and reports to, the Governance Board. While the position is currently located in Nome, Alaska, remote work may be a possibility.

ESSENTIAL FUNCTIONS:

1. Leadership and Communication

- a. Demonstrates strong interpersonal and organizational management skills.
- b. Develops and implements strategies to achieve organization priorities created in partnership with the Governance Board.
- c. Routinely provides information and reports to the Governance Board regarding organizational operations and developments impacting polar bears and polar bear co-management at and in between regular and special Board meetings.
- d. Communicates clearly and effectively with the Board, member organizations, and the public about ANCC activities, programs, and achievements (for example, through a newsletter, social media, and website).
- e. Understands and is experienced in navigating public policy, governmental functions, legislative processes, and the political environments relevant to ANCC.
- f. Represents official ANCC positions when communicating with federal and state agencies and lawmakers, organizations, and the public through official correspondence, media, testimony, and/or meetings.
- g. Maintains effective relationships with co-management partners and supporting organizations.
- h. Travels regularly to ANCC communities to conduct outreach, domestically to meet with federal legislators and agency representatives on issues concerning ANCC, and both domestically and internationally to attend meetings relating to polar bear management.

2. Budgeting and Fiscal Oversight

- a. Prepares an annual operating budget for Board approval to support and achieve strategic priorities and prepares and presents financial reports to the Board for review and approval.
- b. Researches and pursues funding from federal, state, local, and private entities to support and advance ANCC strategic priorities.
- c. Maintains sound financial practices consistent with established budgetary guidelines and

- policies, and ensures funds are maintained and expended consistent with applicable laws, regulations, and grant conditions in coordination with accountants.
- d. Manages procurement, contracts, and negotiation of contracts.

3. Administration & Supervisory Responsibilities

- a. Oversees administration of the ANCC office, including payment of bills, maintenance of a records management system, and development and implementation of organizational policies and procedures as approved by the Board.
- b. Develops and maintains official records of ANCC meetings and actions, including meeting minutes and resolutions.
- c. Hires, trains, and supervises staff. Demonstrates proactive leadership and succession planning by providing professional growth and career opportunities and developing staff skills through coaching and training.
- d. Creates a positive work environment that supports productivity and high staff morale.
- e. Ensures that administrative tasks are completed, such as arranging travel, lodging, per diem, meeting locations, and other functions for ANCC Board and other meetings.

EDUCATION AND EXPERIENCE:

- Bachelor of Arts degree in Business Administration or Management, Rural Development, Alaska Native Studies, Political Science, Indigenous Studies, Arctic and Northern Studies, Natural Resources Management, or demonstrated experience in related field, required.
- Master of Business Administration or Master of Arts degree in Rural Development, Political Science, Indigenous Studies, Arctic and Northern Studies, Cross-Cultural Studies, or related field preferred.
- Minimum of 5 years administration or management experience.

COMPETENCIES:

- Knowledge of Alaska Native subsistence way of life and values
- Effective communication
- Ethical commitment and conduct
- Leadership and role modeling
- Organizational development
- Financial management
- Business acumen
- Project management
- Conflict management
- Ability to work with minimum supervision
- Ability to speak Inupiaq and/or St. Lawrence Island Yupik languages a plus

WORK AUTHORIZATIONS:

- Must be able to pass a background check and a Fair Credit Reporting Act check.
- Must not be on the federal System for Award Management debarment list.
- Must not have been under investigation for misuse of public funds.
- Must provide professional references.
- Valid Alaska driver's license.

EEO STATEMENT:

ANCC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, age, sex, marital status, sexual orientation, gender identity and expression, national origin, political ideology, genetic information, veteran status, or the presence of any sensory, physical, or mental disability. In addition to federal law requirements, ANCC complies with applicable laws governing nondiscrimination in employment.

ALASKA NATIVE HIRING PREFERENCE:

Preference will be given to qualified Alaska Natives.

PHYSICAL DEMANDS:

Performance of this position primarily occurs in an office environment with limited clerical support. Must be able to use standard office equipment including computers, phones, copiers, fax machines, scanners, and other standard office equipment. Tasks include use of office equipment and filing, lifting up to 50 pounds, opening filing cabinets, walking, bending, and standing as necessary. Must be able to communicate effectively with individuals and groups through written, telephonic, video conference, and in-person meetings. The noise level in the work environment is usually quiet to medium. The position requires travel in both urban and rural areas using a variety of transportation methods, including automobiles and airplanes. The employee may be exposed to harsh Arctic weather conditions while completing the duties of the position.

ACCOMMODATION AND INCLUSIVENESS:

Eligible candidates must be able to perform the essential duties listed above and satisfy the minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the job. Duties, responsibilities, and activities may change at any time with or without notice. This job description does not constitute an employment agreement and does not alter the at-will nature of employment.

SIGNATURES:

This job description has been approved by ANCC.

Board Chair _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____