

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 supervises all Alaska Nannut Co-Management Council (“ANCC”) programs, daily operations, activities, programs, and employees. The Executive Director manages staff; develops, coordinates, and oversees implementation of programs, strategic planning, and organizational development; and travels domestically and internationally to attend polar bear management meetings and conduct community outreach about polar bear management and subsistence harvest developments. The Executive Director supports, reports to, and serves at the pleasure of the ANCC Governance Board (the “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 organizational management skills to work without supervision while managing all ANCC programmatic and administrative objectives.
 - b. Develops and implements programs, policies, and strategies to achieve ANCC priorities created in partnership with the Board.
 - c. Routinely reports to the Board to keep Board members apprised of ANCC operations and programs and political, legal, and policy developments impacting polar bears and polar bear co-management both at and in between regular and special Board meetings.
 - d. Communicates clearly and effectively with the Board, Regional Managers, federal agencies, ANCC contractors, and the public about ANCC objectives, activities, programs, and achievements through e-mails, newsletters, social media, and the ANCC website.
 - e. Understands and has experience in navigating relevant public policy, governmental functions, legislative processes, and political relationships.
 - f. Clearly and consistently represents official ANCC positions in communications with federal and state agencies and lawmakers, organizations, and the public through official correspondence, media, testimony, and/or meetings.
 - g. Develops and maintains relationships with federal co-management partners, funding partners, contractors, and supporting organizations through consistent, clear, and timely communication.
 - h. Travels regularly to: ANCC communities to conduct outreach on ANCC programs and policy and legal developments related to polar bears subsistence harvest and management; Washington, DC to meet with legislators and agency representatives on issues concerning ANCC; and domestic and international locations 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; together with ANCC accountant contractors, prepares and presents financial reports to the Board and Board Committees 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 ANCC finance policies, ensures ANCC contract and grant funds are drawn down, maintained, and expended consistent with applicable laws, regulations, and conditions in coordination with accountants.
 - d. Manages procurement and negotiation of contracts for goods and services.
3. Administration & Supervisory Responsibilities
- a. Oversees administration of the ANCC office, including payment and coding of bills and expenses, maintaining ANCC records, and developing and implementing ANCC policies and procedures as approved by the Board.
 - b. Develops and maintains official records of ANCC meetings and actions, including meeting minutes, documents, and resolutions.
 - c. Hires, trains, and supervises ANCC administrative and programmatic staff. Develops staff skills through coaching and training.
 - d. Creates and maintains a positive work environment that supports productivity and high staff morale.
 - e. Ensures completion of all administrative tasks necessary for Board meetings, including travel and lodging arrangements, issuance of per diem and honorarium payments to Board members and Regional Managers, securing meeting locations, and development of Board packets and other meeting materials.

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

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 _____