



Job Description

Job Title: Executive Director
Supervisor: Board President
Classification: Full-Time, Salary, Exempt

Founded in 1982, Alaska Resource Education (ARE) is a not-for-profit organization whose mission is to educate students and educators about the importance of Alaska's natural resources. Based in Anchorage with a statewide reach, ARE has developed a standards-based natural resource curriculum, a teacher training course, hands-on activities, youth programs and an "Alaska Resource Kit" that provides students and educators the tools they need to have an educated, thoughtful investigation of Alaska's resource industries and the contribution they provides to the State of Alaska.

POSITION DESCRIPTION:

Serving at the will of the Board of Directors, the executive director is the chief executive of the organization. The executive director is responsible for management of the staff, the achievement and delivery of ARE's mission, and financial objectives. The executive director provides leadership, direction, and management for all aspects of ARE activities and is responsible for effectively implementing the strategic initiatives and policies of the Board of Directors. The executive director is directly responsible for the fundraising and the financial development of the organization along with overseeing the short and long-range objectives, policies, budgets and operating plans for the organization.

The Executive Director serves as a non-voting member of the Board and Executive Committee and reports directly to the Board President. The executive director is also subject, accountable and responsible to the Board of Directors as a whole. Under the direction of a continually evolving Board of Directors and annually changing officers, the executive director is responsible supports maintaining continuity and consistency for the organization. The executive director works closely with a wide range of constituencies throughout the state including the Board, staff, business community, school districts, associations, donors, educators, students, volunteers and policymakers to build support for and to foster engagement in ARE's programs and activities.

Essential Functions

- 1. Strategic & Operational Planning:** In conjunction with the Board and staff, devise and implement a strategic plan and program of work to advance ARE's mission. Work with staff, committees and the Board to identify issues and needs and develop plans to address them. Evaluate effectiveness and measure progress toward attainment.
- 2. Financial Management:** Prepare and manage a budget aligned with ARE's goals and objectives, This entails many sub-tasks, the most important of which is to advise the Boards or its delegate(s) frequently on the financial condition of the organization, especially when budgeted income or expenses vary significantly; to be familiar with the finances of the organization; to hire competent staff support with financial expertise; and regularly to consult with those responsible for financial affairs, such as the treasurer and finance committee.
- 3. Fundraising & Donor Relations:** Responsible for maintaining and developing a portfolio of donors for maximum giving potential. Building relationships with current and prospective donors to increase the donor profile of the organization. Responsible stewardship and tracking of all financial gifts, donors, and corporate grants. Appropriate submission, tracking, and reporting of corporate grants. Identifying additional funding sources and soliciting for donations. Building relationships and awareness of ARE's mission to increase donor investment. Grant writing for state and federal grant opportunities that align to ARE's mission and values. Upholding all ethical standards of donations and donor relations as specified by the Association of Fundraising Professional's code of conduct.

4. **External Relationships, Advocacy, & Educational Outreach:** Foster complementary relationships with a wide range of constituencies and relevant audiences that promote the professionalism and expertise of ARE. Form strategic partnerships which will serve to maximize resources and leverage ARE's influence on resource education.
5. **Administration & Staffing:** Manage a highly effective and efficient organization as measured by staff performance, quality programs and initiatives, and revenue and expense management. Oversees the hiring, training, workflow, retention performance appraisals and professional development of staff that is consistent with program needs and financial resources. Manage, support, develop, and evaluate all ARE staff. Provide leadership to maintain an organizational culture of excellence, respect, diversity, and collaboration among teams and individuals.
6. **Board Relations:** Build and maintain strong relationships and communications with the President, Executive Committee and Board of Directors. Provide leadership necessary to garner full engagement of board members. Plan and organize Executive Committee and Board meetings and if necessary, coordinate plans and agenda for an annual Board retreat.
7. **Other duties as assigned:** Perform various other assignments as directed by the President, Executive Committee, and Board of Directors that are congruent with ARE's mission and bylaws.

Education, Experience and Position Requirements

1. Bachelor's degree or equivalent senior executive experience in corporate, political, community or not-for profit management areas is required.
2. Experience must demonstrate superior ability in development strategy, implementing plans, getting results, communicating and developing a true sense of teamwork.
3. Must have experience in working with a Board of Directors, managing staff and volunteers, as well as fundraising, donor relations and grant management.
4. Preferred experience and knowledge in educational program delivery.
5. Preferred experience in and a true passion for resource development in Alaska.
6. Must be a proven organizer, manager and delegator.
7. Must be able to travel independently as required.
8. Position requires above average mobility due to travel/meeting schedule.
9. Requires extended periods of sitting in an office environment as well as extended periods of standing during events and programs.
10. Intelligent, strategic, analytical thinker; capable of broad and comprehensive thinking.
11. Excellent leadership ability, strong professional presence, a sophisticated "take charge" person.
12. High energy level, self-directed, results-oriented.
13. Excellent oral and written communication ability; a persuasive style.
14. Must be flexible, able to create and adapt to changes in the environment.
15. Unquestioned integrity and ethical standards.
16. Must be able to successfully pass a background check and drug test.

Commitments

1. Treat all ARE employees, public/private sector partners and donors and board members fairly, courteously, and with dignity.
2. Provide superior customer service and maintain positive relationships with all ARE stakeholders.
3. Be prompt and available for flexible scheduling.
4. Be honest and fair in all business dealings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Interaction with the public on phone and in person is constant and interruptive. Work may be stressful at times.

Position Type/Expected Hours of Work

This is a full-time position, and general hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position can require long hours and occasional weekend work.

Other Duties

Please note 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 this job. Duties, responsibilities and activities may change at any time with or without notice.

By my signature, I hereby certify that I have reviewed the description of my position and agree to perform the duties described therein. I understand that the Alaska Resource Education may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Employee Signature _____

Date _____

Interested candidates should submit their cover letter and resume to: AKresourcejobs@gmail.com.

To ensure consideration, please apply prior to October 1, 2017.