



**Northern Alaska Environmental Center**  
*Conservation's Northern Voice*

<b>JOB TITLE</b>	Executive Director
<b>STATUS</b>	Full Time Employee
<b>EXEMPTION</b>	EXEMPT
<b>SUPERVISOR</b>	NAEC Board of Directors
<b>SALARY</b>	\$56,000 – 65,000; depending on experience
<b>BENEFITS</b>	Health Insurance, Paid Vacation, and Sick Leave (after probationary period)

*The Executive Director is accountable to the NAEC Board of Directors, which represents the membership. The Executive Director is responsible for leading all aspects of the organization including programs, public outreach, general administration, and fundraising sufficient to carry out the mission. All duties below are performed in collaboration with Board direction, committees or members, as appropriate.*

**Comprehensive Responsibilities of the Executive Director**

1. Provide organizational vision and leadership in defining and implementing the NAEC mission, making well-considered decisions on both internal and external issues; focusing on collaborative, solutions-based outcomes.
2. Participate fully, diplomatically and effectively in program-related issues and meetings with the conservation community, state and federal agency personnel, Alaska State Legislature members and their staff, the U.S. presidential administration and Congress, and the public.
3. Serve as spokesperson for NAEC, its stakeholders and the wider conservation community, empowering supporters and friends and representing conservation interests with well-founded conviction.
4. Provide strong financial development and organizational management.

**Duties**

**A. Relationship with Board**

1. Maintain regular and effective communication with Board, including regular updates with the Chair and/or Executive Committee, keeping Board apprised of legal and budgetary matters, and providing reports for Board and Board committee meetings. Work to ensure open and productive flow of information.
2. Represent organizational and staff interests to the Board, provide counsel on Board decisions, and then follow Board direction.
3. Assist with the direction-setting and planning function of the Board; and with organizational evaluation and review.
4. Keep Board apprised of all developments affecting organizational functioning and success, including regarding a) issues and program development, b) finances, c) staffing, e) facilities and other matters.

**B. Organizational Leadership**

1. Track emerging issues and developing political alliances as background for positioning NAEC for effective intervention in "horizon" issues and opportunities.
2. Work collaboratively with the Board to develop Strategic Planning documents, and work collaboratively with staff to develop Annual Operating Plans tied to annual budget and fund-raising plans and resources. Maintain flexibility within planning/operating implementation to respond to unforeseen challenges and opportunities.
3. Provide insight, analysis, direction and support to staff, conservation community colleagues and other stakeholders regarding conservation programs, to effect positive change toward conservation objectives.
4. Demonstrate effective political acumen and strategy in relations with Fairbanks community, northern region, state and federal agencies, the Alaska legislature, and the US Administration and Congress.
5. Advise and implement Board-determined legal strategies to effectively meet NAEC mission.
6. Be alert to "bridging" issues and opportunities whereby partnerships can be expanded or developed, especially with nontraditional allies.

**C. Organizational Strength and Effectiveness**

1. Ensure the raising of sufficient funds to implement the mission and achieve specific annual and program goals, using all means of fund development, e.g., foundation grant proposals, community fundraisers, Major Donor and other donor stewardship programs, membership appeals and renewals, and other efforts, as opportunities arise.
2. Sustain strong grassroots effectiveness by building the membership and volunteer base and mobilizing this resource as needed; relying on atmosphere of responsiveness to membership and community concerns.
3. Maintain regular and positive public presence and relations with media and other decision- makers by: conveying accurate and timely information, participating in community/state/national forums and organizations, and producing effective newsletters, brochures, issue alerts, web site and other communication pieces, as needed.
4. Use long-term leadership and planning, as well as near-term objectives, to ensure NAEC effectiveness in a context of rapidly changing political, natural resource-related, and financial conditions.

**D. Organizational Management and Operations**

1. Maintain financial systems, including annual budget development, as effective planning and fiscal management tools, including monthly tracking of revenue/expenditures for a balanced budget
2. Assist with financial or system audits, as needed.
3. Assess organizational staffing needs and advise Board on staffing issues and decisions; recruit, hire, supervise and terminate, as needed, staff within budget allocations and sufficient to meet program objectives; and evaluate all staff annually
4. Maintain effective personnel policies and procedures.
5. Motivate staff to achieve objectives, emphasizing teamwork; provide work plan and career advancement opportunities in accord with employee suggestions where possible.
6. Develop internship and volunteer opportunities and provide for their supervision.
7. Recommend to the Board regarding use of consultants, as needed and funded; select and evaluate consultants when used; ensure contract compliance and completion.
8. Assist the Board with facilities-development strategy that optimizes progress toward facilities, financial and program objectives; and plan and implement facilities requirements.
9. Maintain effective, professional workplace environment.

**E. Organizational Communications and Outreach**

1. Actively participate in community organizations, events, conferences, as consistent with organizational purposes and annual goals.
2. Seek out and use opportunities to advance NAEC objectives through use of media appearances, columns, letters, etc.
3. Supervise and contribute to publications, web site and other communication tools
4. Develop and maintain a system for effective recruitment and use of volunteers
5. Maintain effective relationships with partner organizations and other allies; maintain professional communication with all organizations with which NAEC conducts business.