

**Center for Alaskan Coastal Studies**  
**Executive Director**  
**Job Description**

The Executive Director reports directly to and receives direction from the Center for Alaskan Coastal Studies Board of Directors. The Executive Director is responsible for all aspects of non-profit management and in developing and sustaining relationships and networks to support the on-going mission-related work of CACS.

**Duties:**

1. Staff Leadership
  - a. Provide leadership and oversee a Program Team in their performance of the following tasks:
    - 1) Development and continuation of sustainable educational program offerings to fulfill the CACS mission.
    - 2) Alignment of educational programs with organizational mission, strategic plan, and educational philosophy.
    - 3) Ensuring high-quality educational experiences through program evaluation and assessment.
    - 4) The recruitment, interview, training, and supervision of seasonal program staff
    - 5) Serving as the project coordinator for educational projects and special events. Examples of past and current project include the production of curriculum materials and marine debris clean-up and prevention projects; examples of special events include regional science conferences and an Alaskan coastal stewardship conference.
    - 6) Identification of needs for facility and trail maintenance and oversight of the implementation of specific construction projects and maintenance activities.
    - 7) Land stewardship activities.
  - b. Recruit, train, and supervise program team members and administrative and support staff.
2. Financial management and fund-raising
  - a. Develop and provide oversight for all CACS financial operations in accordance with non-profit accounting practices approved by the CACS auditor and appropriate for reporting requirements to grantors and donors.
  - b. Review day-to-day financial operations performed by a contract bookkeeper.
  - c. Develop and administer annual, program, and project budgets.

- d. Provide professional, timely donor recognition and grant reporting.
- c. Provide leadership in the following fund-raising strategies:
  - 1) Grant-writing (with program grants to be written in consultation with program staff and in alignment of organizational and program goals)
  - 2) Donor and membership development
  - 3) Fund-raising events
  - 4) Capital campaign
- 3. Planning
  - a. Work with Board members, staff, and program participants to facilitate organizational planning, including strategic planning, business planning, and land use and facilities planning.
  - b. Plan and manage capital improvement and other facility construction projects.
- 4. Organizational Outreach
  - a. Development and management of partnerships with key local, statewide, and national organizations.
  - b. Oversee publicity and outreach activities.
- 5. Report regularly to the Board of Directors and program-related Board committees.
- 6. Occasionally serve as a staff naturalist.
- 7. Participate in and/or serve as other duties as assigned.

**Qualifications:**

- 1. M.S or M.A. in relevant natural science field, environmental education, or other field relevant to the management of a non-profit organization.
- 2. Familiarity with effective methods of science and environmental instruction and interpretation for mixed audiences and youth in outdoor settings.
- 3. Demonstrated ability in coordination and administration of educational programs, management of facilities, and non-profit fund-raising.
- 4. Understanding and use of standard non-profit accounting principles and procedures.
- 5. Skills in networking and developing and sustaining relationships with organizational partners and funders.
- 6. Demonstrated organizational and leadership abilities.
- 7. Excellent oral and written communication skills.
- 8. Computer proficiency in wordprocessing and publishing software, digital communication, and familiarity with QuickBooks or similar accounting software.

**Preferred:**

1. Ecological knowledge relevant to Kachemak Bay and Southcentral Alaska
2. Experience working with rural and Alaska Native communities.
3. Business and marketing experience.

Salary Range: \$40,000 - \$ 50,000

Benefits: Generous paid personal leave, Simple IRA employer match, contributions to a reimbursable health expense account