



Center for Alaskan Coastal Studies, Inc.

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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:

- ❖ Staff Leadership
 - Provide leadership and oversee a Program Team in their performance of the following tasks:
 - Development and continuation of sustainable educational program offerings to fulfill the CACS mission.
 - Alignment of educational programs with organizational mission, strategic plan, and educational philosophy.
 - Ensuring high-quality educational experiences through program evaluation and assessment.
 - The recruitment, interview, training, and supervision of seasonal program staff.
 - Serving as the Principle Investigator for grant-driven 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.
 - Identification of needs for facility and trail maintenance and oversight of the implementation of specific construction projects and maintenance activities.
 - Land stewardship activities.
- ❖ Recruit, train, and supervise program team members and administrative and support staff.
- ❖ Financial management and fund-raising
 - 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.
 - Review day-to-day financial operations performed by a contract bookkeeper.
 - Develop and administer annual, program, and project budgets.
 - Provide professional, timely donor recognition and grant reporting.
- ❖ Provide leadership in the following fund-raising strategies:
 - Grant-writing (with program grants to be written in consultation with program staff and in alignment of organizational and program goals).
 - Donor and membership development

- Fund-raising events
- Capital campaign
- ❖ Planning
 - Work with Board members, staff, and program participants to facilitate organizational planning which includes:
 - strategic planning
 - business planning
 - land use and facilities planning.
 - Plan and manage capital improvement and other facility construction projects.
- ❖ Organizational Outreach
 - Development and management of partnerships with key local, statewide, and national organizations.
 - Oversee publicity and outreach activities.
- ❖ Report regularly to the Board of Directors and program-related Board committees.
- ❖ Occasionally serve as a staff naturalist.
- ❖ Participate in and/or serve as other duties as assigned.

Qualifications:

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

Preferred:

- ❖ Ecological knowledge relevant to Kachemak Bay and Southcentral Alaska
- ❖ Experience working with rural and Alaska Native communities.
- ❖ Business and marketing experience.

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

Submit applications to: jobs@akcoastalstudies.org or mail to: 708 Smokey Bay Way, Homer, AK 99603. Position is open until filled. Call 235-6667 for more information.