

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR Southeast Alaska Conservation Council (SEACC)**

**May 2008**

SEACC, one of America's premiere non-profit regional grassroots conservation organizations, seeks an Executive Director. The Executive Director is responsible for providing effective management and execution of SEACC's programs and organization. This is a full-time chief executive position based in Juneau, Alaska, and the Executive Director is an at-will employee, exempt from overtime.

#### **MANAGEMENT QUALITIES OF THE EXECUTIVE DIRECTOR**

- Demonstrate political acumen and sound strategy in relations with state and federal agencies, the Alaska State Legislature, the presidential administration and Congress. Employ diplomacy and tact as SEACC's highest-level spokesperson.
- Make decisions based on sound information, thorough analysis, recognition of uncertainties or risks, and consideration of alternatives. Remain open to revisions to arrive at the best outcome. Use open process for decisions by engaging staff, Board, and others as appropriate – with a preference toward transparency and team decisions.
- Act as a motivator who empowers staff and volunteers. Balance the roles of manager, leader, coach and mentor.

#### **RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

##### *Preparation & Implementation of the Annual Operating Plan*

- Working from a Strategic Plan approved by SEACC's Board, prepare an Annual Operating Plan in conjunction with Board and staff.
- Oversee development and implementation of administrative, legislative and legal operations, as well as grassroots and other programs. Apprise the Board as new opportunities, difficulties or questions arise.
- Prepare a year-end review of the organization's effectiveness and performance.

##### *Maintain Organizational Strength & Effectiveness*

- Ensure the raising of sufficient funds to meet budgetary and cashflow needs, in consultation with the Senior Associate Director.
- Sustain the strong grassroots element in SEACC's organization and advocacy through member group development, community organizing, volunteer activism, and education.
- Cultivate media and other public relations to cast a positive image, to provide a regular public presence, and to convey accurate information. Ensure timely publication of SEACC's newsletter and distribution of issue alerts and other products to the membership and other audiences.
- Manage finances (including preparation and implementation of the budget) in conjunction with the Finance Committee and Board. Facilitate the annual audit and assist the Audit Committee.

- Oversee recruitment and development of SEACC's membership, including new and renewing members, major donors, legacy gifts, and volunteers.

#### *Staff Management & Development*

- Manage staff in a respectful and forthright manner. Hire new staff as necessary. Further professional capabilities of staff by facilitating career development opportunities. Maintain a cordial and productive office atmosphere.
- Keep staff focused on achieving goals. Emphasize teamwork. Evaluate annually each employee and as a whole the staff.

#### *Board Relations*

- Oversee and provide assistance to the Board in the conduct of its affairs, including logistics, preparation and distribution of materials, and the provision of full and accurate information and reports concerning issues, programs, and administration.
- Maintain close contact with the Board, particularly the officers and Executive Committee. Assist the Board in its own development and the development of the organization's policies and plans.
- Notify the Board of any developments that may significantly affect the organization.

#### *Inter-organizational Relations*

- Maintain strong connections with other Alaskan and national environmental organizations.

#### **SEACC's Mission statement**

"SEACC's view is that Southeast Alaska possesses a unique intermingling of long narrow saltwater inlets and bays, lush vegetation, mountains of highly varied form, and abundant fish and wildlife. In sum, the landscapes, land, and water ecosystems of Southeast Alaska are unique in nature in North America and unsurpassed in human appeal. This region also still retains a generally pristine quality that is rapidly disappearing along the coasts of North America. SEACC's purpose is to ensure that a substantial portion of this region is retained and protected in a minimally changed condition, while encouraging human enjoyment and use of these remarkable resources as far as is consistent with retaining them substantially unimpaired. In order to accomplish this purpose and objective, our major concern is to achieve