



# Alaska Conservation Foundation

Job Title:	Executive Director
Department:	Administration
Reports to:	Board of Trustees
Supervises:	ACF Management Team
FLSA Status:	Full-time, Exempt
Salary:	DOE

---

Alaska Conservation Foundation (ACF), headquartered in Anchorage, Alaska seeks a visionary and creative Executive Director with a passion for its mission. The ACF Executive Director fills one of the top environmental leadership roles in Alaska. The position provides an outstanding opportunity to effect substantial change and achieve long-term conservation results in Alaska. The successful candidate will guide our organization and play a key role in developing a more influential conservation movement in the state.

ACF's mission is to protect Alaska's natural environment and the diverse cultures and ways of life it sustains. We do this by promoting conservation philanthropy and by strategically directing resources to conservation leaders, organizations, and initiatives.

## **Background**

Founded in 1980, the Alaska Conservation Foundation is the only public foundation dedicated to conservation in Alaska, connecting donors throughout the country with grassroots conservation organizations in Alaska. Through its grantmaking programs and other supportive services, ACF supports a diverse community of nonprofits and conservation campaigns working to protect and wisely manage Alaska's natural resources.

The *Endowment for Alaska* is ACF's permanent source of funding for Alaska conservation efforts. ACF also manages a number of donor-advised and area of interest funds. ACF's operating budget and grant funding are raised by the foundation on an annual basis. ACF is governed by a Board of Trustees, a majority of whom are residents of Alaska. The full Board meets three times a year, and an Executive Committee meets monthly.

## **Responsibilities**

The Executive Director reports directly to the Chair of the Board of Trustees and provides the overall leadership and direction to the ACF staff. The Executive Director's primary responsibilities are to serve as ACF's chief executive officer, overseeing all aspects of ACF's operations assisted by a management team and staff and to work closely with the Board of Trustees. There is a significant fund raising responsibility supported by a development team. This requires both in-state and out-of-state travel, working with existing and new foundation partners, and stewarding key individual donors.

The Executive Director oversees an annual operating and grantmaking budget of nearly \$5 million, with net assets over \$10 million, and a staff of 12.

The Executive Director positively influences Alaska's conservation future by:

- working with board and staff to develop and implement strategies to protect Alaska's natural environment and the diverse cultures and ways of life it sustains;
- implementing a robust development plan involving diverse and substantial funding sources;
- personally engaging with the Alaska conservation community and our funding partners to identify and assess issues, needs and resources;
- overseeing our strategic grantmaking to achieve meaningful, long-term results for Alaska conservation.

### **Qualifications and Ideal Experience**

The Executive Director should be a creative and entrepreneurial leader with most of the following experience and qualifications:

- Experience that demonstrates a passion for environmental conservation, with leadership experience in this field;
- Awareness of current and ongoing changes to the key political and community issues that currently exist in Alaska;
- Proven management experience in increasingly responsible positions in the not-for-profit, public or private sectors;
- A record of substantial fundraising success. Familiarity with unique aspects of foundation management, including building endowments and cultivating relationships with both individual donors and foundations;
- A record of successful team management and team-building, including working with a board of directors;
- The ability to effectively manage a highly motivated and skilled staff to achieve common goals and outcomes;
- Outstanding oral and written communication skills, including the ability to address complex issues in effective nonpartisan and non-polarizing ways;
- The ability to represent ACF to a broad public both within and outside of Alaska;
- A successful record of developing and implementing a strategic plan and programmatic initiatives.

## **Personal Characteristics**

The successful candidate should be:

- A mission-driven individual with a strong belief in, and commitment to, ACF's conservation goals;
- A team builder and team player, confident and competent, with strong skills in management and leadership; an alliance builder;
- An individual who is straight-forward, shares information easily, listens to and respects the opinions and abilities of others; someone who imparts trust and integrity;
- An emotionally mature person, friendly, with a sense of humor and ability to maintain balance and perspective;
- A results-oriented person, adept at analyzing and formulating disparate information into sound, well-organized plans; and prioritizing, organizing and following through in a timely manner;
- An individual with computer and technical skills, including the use of email, spreadsheets, video conferencing and document sharing; and open to using new technical and communication tools as the need arises.
- A resourceful person able to effectively utilize the support of the Board, grantees, community leaders, donors, and staff;
- A dynamic person able to motivate and inspire others;
- A culturally-sensitive person comfortable with diverse populations.