



Job Title: Partnership Network Coordinator

Reports to: Network Officer

FLSA Status: Full-time, Non-Exempt

Salary: \$80,000 to \$90,000 per year, depending on experience

Benefits: Medical, dental and vision insurance; 403(b) plan; Life, AD&D and LTD insurance; paid holidays and generous PTO.

To apply: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line "Network Coordinator". Position is open until filled.

Background

Alaska Conservation Foundation (the "Foundation") is seeking a dedicated individual to coordinate the Western Alaska Landscape Initiative (the "WALI"), a partnership spanning the geography of Western Alaska (general geography of the coastal region from Kodiak to Kotzebue). This partnership is part of a larger umbrella effort known as the [Northern Latitudes Partnerships](#) (NLP) hosted by the Foundation to collaboratively address climate change adaptation, food security, environmental hazards, and stewardship of lands and waters.

The NLP addresses challenges by sharing information, resources, and technical capacity to support innovative projects and convene novel groups of leaders to help enact transformational change in stewardship and climate change adaptation. Core to these efforts is the recognition of the value and roles of both Indigenous Knowledge and western science as well as the realization that the climate adaptation challenges facing Alaska are too complex and enormous for any one entity to face alone.

The WALI is composed of partner entities including agencies, Tribes, Indigenous organizations, nonprofits, and research institutions collaborating to build resilience with and for communities and to promote better stewardship of lands and waters across geographic, ideological, and disciplinary borders.

The WALI Coordinator (Coordinator) assumes principal responsibilities for coordinating and communicating the work and activities of the partnership. The Coordinator works collaboratively with a diverse network of partners focused on the stewardship of lands, waters, fish and wildlife and the sustainability of the life ways they support. They also serve a key role as a liaison among partner organizations to collaboratively develop and achieve goals and objectives. The Coordinator's work is guided by a Steering Committee composed of professionals representing federal and state agencies, Indigenous Organizations, Alaska Native Tribes, nongovernmental organizations and research institutions. The Coordinator is supervised by the Foundation's Network Officer and works very closely with the other staff supporting the NLP and their other colleagues at the Foundation.

Duties and Responsibilities

- **Coordination, coordination, coordination.** Uses thoughtful interpersonal and cross-cultural communication skills, as well as innovative convening techniques, to bring together a network of diverse partners across a broad geographic region to identify and pursue shared goals and objectives.

- Regularly organizes virtual and in-person meetings, dialogues, and strategy sessions of the Partnership Steering Committee to facilitate knowledge exchange, shared learning, and improved connection and trust among its partners.
- Collaborates with the Steering Committee and other partners to identify and leverage human, technical and financial capacities as well as expert and Indigenous Knowledges needed to design and implement projects and programs.
- Helps organize workshops, convenings, dialogues and events for local, regional, and statewide audiences to foster meaningful connections and shared understanding of the challenges and opportunities faced by decision makers at all levels.
- **Guiding collaborative conservation, stewardship and climate adaptation at a regional scale.** Works with the Partnership Steering Committee and others to support, develop, and refine landscape-scale conservation, stewardship, and adaptation initiatives that align with and further the priorities of the WALI.
 - Works collaboratively across public and private sectors particularly with the Steering Committee, to identify partner-driven priorities at landscape scales and the capacity building needs to address them.
 - Provides strategic leadership, facilitation, and communication supporting the development of goals and partner-driven outcomes with organizations serving and working in Western Alaska.
 - Works with other Foundation staff and partners to secure diverse sources of funding to address capacity building and information needs that address common priorities across the region.
 - Implements new interdisciplinary and collaborative projects/programs that take advantage of emerging opportunities and demonstrate new ways that partners can come together on shared regional endeavors.
 - Coordinates with the other NLP staff to help address issues and opportunities common to all three NLP Partnerships.
- **Partnership, program, and project management.** Works with the Steering Committee, other NLP and Foundation staff, as well as affiliated partners to manage the overall operations of the Partnership including its associated programs and projects.
 - Manages program and project operations (see [NLP website](#) and [YouTube channel](#) for past examples) including budgets as well as the contracts, grants and cooperative agreements that propel them; may also supervise one to two staff members, interns/fellows, or long-term contractors supporting operations and projects. Current projects that the Coordinator will be engaged in and supervisor roles include:
 - Serving on the project steering committee for the [Bristol Bay Climate Adaptation Planning Program](#), focusing on supporting regional climate adaptation planning, workshop design and implementation, and supporting the formation of a Regional Resilience Collaborative. The Coordinator will also serve as a mentor

- for a [NOAA Coastal Resilience Fellow](#) throughout the duration of this project.
- Supporting the [Bristol Bay Guardians](#) program by serving on the steering committee and helping maintain collaboration between Bristol Bay regional adaptation planning efforts and other statewide Indigenous Guardians initiatives.
 - Co-supervising two positions that provide technical support to the Western Alaska region, including a Federal Funding Navigator (hosted by DeerStone Consulting) and a Climate Adaptation Catalyst (hosted by the University of Alaska Climate Adaptation Science Center). These positions will directly support Tribes and communities in Western Alaska and other partner organizations.
- Plans overall work schedule and priorities in collaboration with the Steering Committee.
 - Works with partners and other Foundation staff to help secure funding for projects and programs that support the work of the Partnership. This includes building relationships with potential funders, writing proposals or otherwise seeking out funding opportunities.
 - Coordinates with other Foundation staff on regularly reporting the results of the Partnership's work to our organization's leadership, partners, and funders.

Qualifications

Required

- A minimum of 5 years' experience related to the duties above.
- Demonstrated ability to establish positive working relationships with individuals from varying backgrounds, perspectives, values and professional disciplines.
- Experience working with Indigenous peoples of Alaska and the various entities and programs they operate to meet the needs of their communities.
- An understanding of the value of Indigenous Knowledge and world views for addressing the conservation, stewardship and adaptation challenges facing Alaska.
- Knowledge of the natural resource stewardship, climate adaptation and community sustainability issues as well as the entities and programs working to address these challenges in Alaska.
- Experience providing facilitation and leadership towards consensus building (both online and in person) among diverse individuals from different backgrounds and disciplines.
- Ability to clearly communicate complex information, thoughts, perspectives, and ideas verbally and in writing to technical, policy, and general audiences in both formal, informal, and extemporaneous settings.
- Experience applying managerial principles and methods to organize work, and to direct and motivate colleagues, partners, contractors, and employees to achieve collaborative and concrete results.
- Demonstrated ability to think strategically and develop a vision for a collaborative partnership or program.
- Demonstrated ability to set priorities and implement action plans in a complex, issue-driven environment.

- Demonstrated ability to handle and prioritize work tasks associated with many competing and shifting priorities.
- Demonstrated ability to work across disciplines.
- Experience writing successful grant and project proposals.

Preferred

- Passion for the people, lands, waters, fish and wildlife of Alaska
- Ability to inspire others (particularly very busy people who are leaders for their Tribes/communities, agencies, organizations, etc.) to come together in thoughtful and equitable collective action.
- Willingness and interest to keep people at the heart of conservation, stewardship and adaptation solutions.

Work Location and Considerations

- The Foundation's office is in Anchorage, Alaska but we are open to work from home and remote work locations within Alaska or possibly other locations.
- The majority of the work is conducted in an office or home office settings and conference or meeting facilities. Occasional periods in the out-of-doors with exposure to climate, insects, or hazardous animals may be required.
- Frequent travel by automobile and commercial aircraft, including small charter planes, is required.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.