



ALASKA WILDLIFE CONSERVATION CENTER JOB DESCRIPTION

EXECUTIVE DIRECTOR

Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt
Location: Portage (Mile 79 of the Seward Highway) and Anchorage, Alaska

Supervises

- Director of Operations
 - Curator
 - Projects & Maintenance Manager
 - Director of Sales & Marketing
 - Director of Development
 - Finance Manager
-

General Function

Under the direction of the AWCC Board of Directors, the Executive Director oversees and directs the basic operations of the Alaska Wildlife Conservation Center (AWCC), including animal welfare and site maintenance, ensuring the organization has effective operational controls while ensuring financial strength, operating efficiency and the protection of AWCC's assets, operations and reputation. The Executive Director is the principal representative of AWCC in communicating and promoting its mission through public relations, as well as professional and community activities.

Major Activities (Typical Duties/Responsibilities)

1. In conjunction with the AWCC Board of Directors, the Executive Director establishes the short and long-range business plans, financial goals and implementation objectives to ensure animal welfare and protect business assets.
2. The Executive Director develops and oversees site operations, particularly animal welfare and site maintenance, to ensure strategies and programs are implemented to provide the visiting public a world-class viewer experience of Alaska's wildlife.
3. The Executive Director leads senior managers to ensure effective communication with the Board of Directors, including scheduling Board and subcommittee meetings, developing agendas, and engaging Board members in AWCC's activities.
3. The Executive Director establishes and monitors the annual operating and capital budgets, implementing priorities set by the Board.
4. The Executive Director ensures that appropriate policies and procedures are in place that govern the operation of AWCC both legally and ethically.

5. The Executive Director promotes and communicates AWCC's mission and objectives to the public, wildlife agencies, governmental entities, tourism industry and other non-profit entities.
6. As AWCC's primary spokesman and representative, the Executive Director participates in activities that will enhance AWCC's visibility, fundraising goals, and participation with the visitor industry and business community.
7. The Executive Director is responsible for leading and motivating AWCC staff by building a strong and productive team environment, as well as ensuring there is adequate staff to meet the demands of AWCC's goals and projects.
8. The Executive Director shall oversee the fund development function to implement the annual fundraising plan by creating business partnerships and event sponsorships.
9. The Executive Director performs other duties as assigned by the Board of Directors or required in the best interests of the organization.

Skills/Abilities

- Ability to plan, conceptualize, organize, motivate and direct others in a team environment in the achievement of the AWCC's goals and objectives.
- Broad understanding of business and financial analyses and the ability to apply that knowledge in a constructive manner to AWCC's operations.
- Experience coordinating diverse teams to deliver business objectives, including timely management of seasonal operations and capital construction projects.
- Wide ranging skills in developing effective business relations with vendors and contractors
- Ability to conceptualize business strategies, communicate their advantages and disadvantages, calculate their financial impact and suggest methods for their application.
- Excellent understanding of business and project management principles and practices.
- Firm grip of the business objectives of the AWCC along with the ability to recognize and develop new opportunities.
- Strong communication skills, both written and oral, with an emphasis on the presentation of financial, operational or other material in a meaningful manner to the Board of Directors, staff and other audiences.
- General understanding of accounting, legal and risk management, particularly as these skills relate to the operation of non-profit 501(c)(3) organizations.

Qualifications and Experience

More than 7 years' experience directing corporate operations and administration. Undergraduate or graduate degree in business administration or management, finance/accounting or project management; or any combination of education, training and experience that provides the required skills, knowledge and abilities to manage Alaska's premiere non-profit wildlife center. Demonstrated ability to work effectively with diverse teams and multiple stakeholders.

EMPLOYEE SIGNATURE: _____

EMPLOYEE PRINTED NAME: _____

DATE: _____