

EXECUTIVE DIRECTOR POSITION DESCRIPTION

OVERVIEW

The executive director of the Prince William Sound Economic Development District (PWSEDD) is responsible for providing management and leadership of the regional non-profit economic development organization for the Prince William Sound region. For more information, visit www.pwsedd.org.

The executive director reports to a nine-person board of directors; carries out board direction; manages the annual budget, including federal and state grants and contracts, and ensures the implementation of the annual work plan.

SPECIFIC RESPONSIBILITIES

1. Develops and implements an annual work plan as part of PWSEDD's 5-year strategic plan and vision. Reviews board vision and strategic plan annually with PWSEDD board for necessary revisions. Responsible for carrying out all aspects of plan and meeting goals, benchmarks, and time frames identified. Responsible for day-to-day management of PWSEDD office and other resources necessary to carry out PWSEDD mission and strategic plan.
2. Develops annual budget in conjunction with Board, outlining projected revenues and expenses. Oversees daily financial management and record keeping, including accounts payable and receivable, payroll, non-profit reporting requirements, grants and contracts, and tax reporting requirements. Manages PWSEDD finances within budget guidelines, works with the Board on budget revisions and other adjustments, and provides quarterly financial reports to the Board. Maintains a balanced budget. Works with independent CPA as needed to ensure timely and accurate financial reporting, tax filings, and bookkeeping.
3. Stays up-to-date on current issues in the region, and works with the PWSEDD Board to represent PWSEDD's positions to local, state, and federal policy makers. Supports PWSEDD members in the development of resolutions, policies, and legislative priorities. Provides staff support to the PWSEDD Board and any standing or ad hoc committees. Coordinates regional approaches and policy development to advance PWSEDD's priorities.

4. Oversees information distribution and facilitates communication between municipal, business, and non-profit members of PWSEDD, including regular newsletters, Web site, membership information and benefits, providing support and assistance for capital projects in the region, and responding to requests for economic and other information about the region.

5. Oversees the development and implementation of PWSEDD's Comprehensive Economic Development Strategy (CEDS), required by the federal Economic Development Administration to maintain status and funding as a federal Economic Development District. Annually reviews changes in economic conditions in the region and provides key economic data in the update, including statistics on population, unemployment, and economic trends. Identifies key issues, provides information on accomplishment of key projects in the region, and outlines goals, objectives, and key projects for the future.

7. Works with the PWSEDD Board and the fiscal goals set in the annual work plan to generate revenue, including public and private grants, contracts, membership dues, technical assistance, and special project funding; solicits donations of in-kind services and goods. Grows the PWSEDD membership through ongoing outreach and recruitment activities. Identifies new funding sources for revenue generation activities that fit within PWSEDD's mission. Advises PWSEDD Board on possible revenue-generating projects by providing analysis of project requirements and fiscal benefits.

8. Oversees management of all grants and contracts. Ensures that all requirements are met for federal, state, and local grants. Ensures timely and accurate preparation of grant applications and grant reporting. Oversees management of PWSEDD contracts and ensures that contracts are properly budgeted, good communications are maintained with clients, PWSEDD commitments are met, and clients receive accurate billings and reports.

9. Stays engaged and informed of the economic conditions and opportunities within the PWS Region, and prepared to present the region/organization's perspectives at multiple events, workshops, conferences, and/or tradeshows throughout the year. Be an ambassador of PWSEDD and the PWS region.

10. Supports the board of directors in its governance of the organization. Plans, prepares, and supports board meetings in conjunction with the Board president and executive committee. Implements and reports on all actions taken by the Board.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each specific responsibility above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The individual hired must be able to work at computer keyboards for extended periods of time.

- **Education and/or experience:** A bachelor's degree in business, economics, rural development, or a related field; experience in program / project development and implementation; or a mixture of both is preferred. Must be highly organized and able to work with multiple projects, deadlines and other stressful situations. Must be able to work with a minimum of supervision and exercise independent judgment.
- **Language Skills:** Job requires ability to read and interpret documents relating to grant and/or contract applications, state and federal regulations, and other documents associated with day-to-day work. Must have the ability to use tact and discretion in meeting with the public; must maintain a neat personal appearance; and must have the ability to communicate effectively both verbally and in writing.
- **Mathematical Skills:** Ability to calculate figures and amounts such as governmental matching dollars and percentages, budgets, variances, and statistics.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of variable situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, and schedule form.
- **Certificates, Licenses, and Registrations:** Must possess or be able to obtain a valid State of Alaska Driver's License and be able to provide proof of insurability.
- **Other Skills and Abilities:** Must be proficient in the use of computer word processing, spreadsheet, and database programs; Internet and email; and other common office equipment and programs.

PREFERRED QUALIFICATIONS

- Minimum five years experience in work plan and strategic plan development, budgeting and financial management, and revenue generation
- Knowledge of issues affecting rural and coastal communities; ability to represent and advocate organization's position to state and federal policy makers
- Excellent written, verbal, and presentation skills
- High degree of computer literacy
- Proficiency with MS Office Suite, QuickBooks, WordPress, and Adobe Creative Suite
- Ability to work independently and deliver work products on multiple deadlines
- Strong skills and experience in non-profit management and regional economic development
- Proven ability to work in rural communities and mobilize volunteers.
- Experience in culturally diverse settings

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls
- Employee must have ability to communicate one-on-one and in group settings with members, other stakeholders, and the general public
- The employee must be able to climb a flight of stairs
- The employee must be able to travel in small boats and aircraft
- The employee must occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- Work remotely during travel assignments
- Subject to encountering adverse weather conditions during travel assignments

The statements contained herein reflect general details as necessary to describe the principal function of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned and directed by the board of directors.

SALARY/BENEFITS

Salary: Negotiable, based on a minimum 30 hour work week and the qualifications and experience of the candidate. Please state salary requirements in your cover letter.

Paid Holidays: Twelve and a half paid holidays per year: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Seward's Day, Veterans Day, Thanksgiving, Alaska Day, ½ day on Christmas Eve and Christmas Day, and one personal holiday.

Personal Leave & Other Benefits: personal leave allowances, accruals, and other benefits and allowances will be negotiated.

Duty Station: The PWSEDD office is currently located in Anchorage. Other options will be considered for qualified candidates.

TO APPLY

Submit a cover letter, resume, and five professional references to:

Executive Director Search Committee
Prince William Sound Economic Development District
2207 Spenard Road, Suite 207
Anchorage, Alaska 99503

Email submissions should be compiled into one pdf document and submitted to pwsedd@gmail.com

All applications received or postmarked by June 30, 2017 will receive consideration.