

Executive Director Kenai Watershed Forum Position Description

Kenai Watershed Forum (KWF) is a dynamic organization dedicated to our rivers, streams and the surrounding communities of the Kenai Peninsula and the State of Alaska for now and the future. Working together with other non-profits, government agencies, philanthropic foundations, and corporate entities have immeasurably strengthened the organization's impact for fulfilling its mission for healthy habitats on the Kenai Peninsula.

KWF is a 501(c)3 non-profit organization and is recognized as the regional watershed organization of the Kenai Peninsula, successfully identifying and addressing the needs of the region by providing high-quality education, restoration, and research programs.

Position Overview

The Executive Director reports to the Board of Directors of the Kenai Watershed Forum, an organization that works toward maintaining healthy watersheds on the Kenai Peninsula. The ED acts as Chief Executive Officer responsible for managing the affairs of the organization under the general oversight of the Board of Directors.

Essential Job Functions

Organizational Development

- Provides staff support to the Board of Directors and committees, as needed, recommending policy positions as needed.
- Assists the board in facilitating financial stability for the organization and its programs.
- Ensures that the short and long-term working capital and financial management needs of the organization are adequately addressed.
- Anticipates and proposes solutions to organizational development, operating, program, and financial problems and issues.
- Facilitates the creation and implementation of annual budgets, goals and objectives.

Operations

- Oversees the creation and management of operations and programs to ensure compliance with and implementation of goals, objectives, policies, reporting, and regulatory requirements.
- Ensure maintenance of effective internal controls for the protection of organization assets.
- Ensure compliance with, as well as implementation of personnel policies.
- Provide overall administration of the day-to-day affairs of the organization.
- Facilitate the adequate availability and development of personnel.
- Management of restoration projects.
- Work with community entities as they prepare restorations in and around streams or rivers.
- Community and Organizational Relationships - Be a community advocate for KWF. Ensures the organization and its mission, program, products, and services are consistently presented in a strong positive image to relevant stakeholders.

Minimum Qualifications

- Bachelor's degree.
- Management experience in conservation advocacy, community stewardship, or environmental support.

- Experience managing budgets, including purchasing and salaries.
- Ability to work with an active and diverse Board of Directors.
- Demonstrated ability to sustain existing funding bases while developing new funding sources.
- Ability to manage a diverse staff confidently but patiently, which includes office employees, educators, scientists, and interns.
- Working knowledge of natural resources and fisheries science.

Applicants should:

- Submit a cover letter about your interest in this position. Submit an up-to-date Resume or Curriculum Vitae indicating education and experience.
- Submissions should be sent to matthew (@) kenaiwatershed.org
- Contact Board President Dr. Matthew Pyhala by email about your interest (matthew (@) kenaiwatershed.org).
- Visit the www.kenaiwatershed.org website.