

Executive Director

Kenai Watershed Forum

Status: Full-Time, Exempt

Reports to: Board of Directors

Location: Soldotna, Alaska

Introduction

Recognized as the regional watershed organization of the Kenai Peninsula, Alaska, Kenai Watershed Forum (KWF) is dedicated to identifying and addressing watershed needs through innovative education, science, restoration, and community partnerships that protect and enhance the region's watersheds for future generations.

KWF is a respected nonprofit organization serving the Kenai Peninsula and the State of Alaska through collaborative watershed stewardship. Working alongside Tribal organizations, nonprofit partners, local, state, and federal agencies, philanthropic foundations, corporations, and community volunteers, KWF has built a strong reputation for delivering science-based conservation solutions and meaningful community engagement.

With a dedicated professional staff of five full-time employees, seasonal personnel, and numerous volunteers, KWF manages a diverse portfolio of watershed education, restoration, and scientific research projects throughout the region.

Position Summary

The Executive Director serves as the organization's Chief Executive Officer and chief development officer, providing visionary leadership to advance the mission, financial sustainability, and long-term success of the Kenai Watershed Forum.

Working closely with the Directors of Finance & Operations, Science & Research, and Education & Community Engagement, the Executive Director provides strategic leadership while fostering a collaborative organizational culture that empowers staff to successfully implement KWF's programs and initiatives.

The Executive Director's primary responsibilities focus on organizational leadership, fundraising, partnership development, board governance, strategic planning, and external relations. Day-to-day administrative and operational functions are managed by the Director of Finance & Operations in collaboration with the Executive Director and leadership team.

Mission:

"Working together for healthy watersheds on the Kenai Peninsula through research, restoration, and education."

Primary Responsibilities

- Provide strategic leadership that advances KWF's mission, vision, and long-term sustainability.
- Serve as the organization's principal fundraiser and lead efforts to diversify revenue through grants, philanthropic giving, corporate partnerships, endowments, and unrestricted funding.
- Build and strengthen partnerships with Tribal organizations, nonprofit organizations, government agencies, educational institutions, businesses, and philanthropic organizations throughout Alaska and beyond.
- Support and advise the Board of Directors in governance, strategic planning, policy development, and organizational priorities.
- Serve as KWF's primary spokesperson and represent the organization with professionalism, integrity, and credibility throughout Alaska and nationally.
- Foster an organizational culture grounded in collaboration, innovation, accountability, scientific excellence, and community service.
- Work collaboratively with the leadership team to ensure organizational goals are achieved while supporting staff success.

Compensation and Benefits

The Executive Director position is an exempt position with a salary range of \$80,000 to \$125,000, depending upon qualifications and experience.

Benefits include:

- Health insurance
- 401(k) retirement plan
- Paid annual leave
- Paid sick leave
- Flexible work schedule with opportunities for limited remote work
- Office located in Soldotna overlooking the scenic Kenai River

Residency

The successful candidate will either be a resident of the Central Kenai Peninsula or establish residency within six weeks of employment.

Application Process

Initial review of applications will begin August 6, 2026. The position will remain open until filled. Send application letter, Resume or Curriculum Vitae to KWFHiringCommittee@kenaiwatershed.org

Additional information regarding the Kenai Watershed Forum and a complete position description may be found at:

www.kenaiwatershed.org

Questions regarding the position may be directed to:
KWFHiringCommittee@kenaiwatershed.org

Equal Opportunity Employer

The Kenai Watershed Forum is an Equal Opportunity Employer. KWF is committed to creating an inclusive workplace and welcomes applicants of all backgrounds. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.