

Executive Leadership

- Provide visionary leadership to advance the mission, vision, and long-term sustainability of the Kenai Watershed Forum.
- Partner with the Board of Directors to establish strategic priorities, organizational goals, governance practices, and long-range planning initiatives.
- Foster a culture of innovation, collaboration, accountability, and organizational excellence.
- Serve as the organization's chief executive and public representative, building trust and credibility with partners, funders, and the public.
- Represent the Kenai Watershed Forum with integrity and professionalism at the local, state, regional, and national levels.
- Maintain a strong understanding of emerging issues affecting watershed conservation, freshwater ecosystems, fisheries, and community resilience throughout Alaska.

Fund Development and Philanthropy

- Serve as the organization's Director of Development.
- Develop and implement a comprehensive annual development strategy that builds a diverse and sustainable portfolio of unrestricted and program funding.
- Cultivate and maintain relationships with private foundations, individual donors, corporations, government agencies, Tribal organizations, and philanthropic partners.
- Identify new funding opportunities while strengthening long-term relationships with existing supporters.
- Lead fundraising initiatives that expand the organization's financial capacity and long-term sustainability.

Board Relations

- Build and maintain a productive partnership with the Board of Directors.
- Keep the Board informed of strategic opportunities, organizational challenges, financial performance, personnel matters, and significant program developments.
- Support Board recruitment, orientation, education, and committee development.
- Ensure the Board receives timely information necessary to fulfill its governance responsibilities.

Partnerships and Community Relations

- Strengthen partnerships with Tribal governments, federal and state agencies, local governments, educational institutions, conservation organizations, businesses, and community leaders.
- Serve as the primary spokesperson for the organization with the media, elected officials, funding partners, and the public.

- Promote the Kenai Watershed Forum as a trusted leader in collaborative watershed conservation throughout Alaska.

Financial Stewardship

- Work collaboratively with the Director of Operations, Board Treasurer, and Finance Committee to develop annual operating budgets and long-term financial strategies.
- Maintain a thorough understanding of the organization's financial condition and communicate financial performance and emerging issues to the Board in a timely manner.
- Support sound fiscal management, financial transparency, and long-term organizational sustainability.

Required Qualifications

- Bachelor's degree from an accredited college or university.
- Minimum of five years of progressively responsible executive leadership experience in a nonprofit organization, governmental agency, foundation, conservation organization, or comparable mission-driven organization.
- Demonstrated success securing philanthropic support through major gifts, private foundations, corporate giving, government grants, or other diversified funding sources.
- Proven ability to build strategic partnerships and work effectively with governing boards.
- Exceptional written, verbal, and public communication skills.

Preferred Qualifications

- Master's degree or other advanced degree in natural resources, nonprofit management, public administration, business, environmental science, or a related field.
- Knowledge of watershed management, fisheries, natural resource conservation, restoration ecology, or related disciplines.
- Experience working collaboratively with Tribal governments, Alaska communities, and diverse stakeholder groups.

Organizational Structure

The Executive Director reports directly to the Board of Directors and provides strategic leadership for the organization. Day-to-day operational management is delegated to the Director of Operations, and Director of Science and Research allowing the Executive Director to focus on organizational leadership, strategic partnerships, philanthropy, and long-term organizational sustainability.

Residency Requirement

The successful candidate will be a resident of the Central Kenai Peninsula or will establish residency within six (6) months of employment.