



EXECUTIVE DIRECTOR JOB DESCRIPTION

OVERVIEW

The Executive Director of the Southwest Alaska Municipal Conference (SWAMC) is responsible for providing management and leadership of the regional non-profit economic development organization for Southwest Alaska. More information at www.swamc.org.

The Director reports to an eleven-person Board of Directors, carries out Board direction, manages the annual budget, including federal and state grants and contracts, and supervises a small office staff of professionals and volunteers.

SPECIFIC RESPONSIBILITIES

1. Works with SWAMC Board, staff, and independent consultants to develop yearly work plan as part of SWAMC's 5-year strategic plan and vision. Reviews Board vision and strategic plan annually with SWAMC Board for necessary revisions. Responsible for carrying out all aspects of plan and meeting goals, benchmarks, and time frames identified in plan. Responsible for day-to-day management of SWAMC office and staff to carry out SWAMC mission and strategic plan.
2. Develops annual budget in conjunction with SWAMC Finance Committee for Board approval, 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 SWAMC finances within budget guidelines, works with SWAMC Finance Committee for budget revisions and other adjustments to budget, and provides monthly financial reports to Board. Maintains balanced budget. Works with independent auditor to provide annual audit or financial review to Board.
3. Stays up-to-date on current issues in the region, and works with the SWAMC Board to represent SWAMC's position to local, state, and federal policy makers. Supports SWAMC members in the development of resolutions, policies, and legislative priorities. Provides staff support to the SWAMC Board and any standing or ad hoc committees. Travels throughout Southwest Alaska, including Kodiak Island, Bristol Bay, the Alaska Peninsula, the Aleutian Islands, and the Pribilofs.
4. Oversees information distribution and facilitates communication between municipal, business, and non-profit members of SWAMC, including regular newsletters, Web site, membership information and benefits, conference planning, providing support and assistance for capital projects in the region, and responding to requests for economic and other information on Southwest Alaska.

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Maintains current information on Southwest Alaska as a visitor destination and on visitor resources in the region; responds to visitor inquiries as necessary.

5. Oversees the annual update of SWAMC's Comprehensive Economic Development Strategy, required by the federal Economic Development Administration to maintain status and funding as a federal Economic Development District. Surveys members annually for 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.

6. Plans, coordinates, and oversees annual Southwest Alaska Economic Summit and Membership Meeting, which includes speakers and workshops on such subjects as general economic development, commercial fishing, energy, small business development, transportation, and education. Attendance at the summit includes 125-150 business, community, and political leaders from Southwest Alaska and other parts of the state. Publishes and distributes resolutions to state and federal leaders developed by SWAMC members at conferences.

7. Works with the SWAMC Board and the fiscal goals set in the annual work plan to generate revenue, including public and private grants, contracts, conference income, membership dues, special events, technical assistance, and special project funding; solicits donations of in-kind services and goods. Identifies new funding sources for revenue generation activities that fit within SWAMC's mission. Advises SWAMC 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 SWAMC contracts and ensures that contracts are properly budgeted, good communications are maintained with clients, SWAMC commitments are met, and clients receive accurate billings and reports.

9. Stays engaged and informed of the economic conditions and opportunities within the Southwest 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 SWAMC and the Southwest region.

MINIMUM QUALIFICATIONS:

- Preferred undergraduate degree in business, public administration, economics, or closely related field of study.
- Strong skills and experience in non-profit management and regional economic development.

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- Minimum five years experience in work plan and strategic plan development, budgeting & financial management, staff supervision, and revenue generation.
- Knowledge of Alaska issues, particularly those 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.
- Ability to work independently and deliver work products on multiple deadlines.

ADDITIONAL PREFERRED SKILLS:

- Understanding of rural issues, especially those impacting southwest Alaska such as commercial fishing, energy, and infrastructure development.
- Experience with desktop publishing and website content management.
- Experience using online contact and communication database systems.
- Experience with event organization and conference planning.
- Proven ability to work in rural communities and mobilize volunteers.
- Experience in culturally diverse settings.