**EXECUTIVE DIRECTOR JOB ANNOUNCEMENT**

Are you passionate about the outdoors, backcountry huts, and Alaska's amazing public lands? Do you have an ability to engage and energize staff, volunteers, board members, partnering organizations and donors? The Alaska Huts Association is looking for a new Executive Director to oversee the organization.

Alaska Huts’ mission is to include Alaska’s backcountry in a worldwide tradition of places in which hikers and skiers can travel hut to hut and provide warm comfortable huts in inspiring settings to foster camaraderie and promote wilderness education and stewardship.

We have been operating Manitoba Cabin on the Kenai Peninsula since 2012, providing backcountry accommodations and a venue for educational programming and retreats. Partnerships with local nonprofits and school groups allow us to facilitate introductory backcountry experiences at Manitoba as well. The new Executive Director will also be taking the lead on planning and fundraising for the new Glacier Discovery Hut.

We are a small and vibrant organization, dedicated to providing sustainable facilities to access the great outdoors of Alaska for users of all ages, outdoor skills, and economic status. Alaska Huts wants your leadership and communication abilities for our exciting mission to create a world-class hut-to-hut system in the Kenai Mountains.

**SKILLS & QUALIFICATIONS**

**A successful candidate will demonstrate all or most of the following:**

* A passion for developing and managing a world-class backcountry hut system.
* At least two years of experience in successful non-profit operation, management, fundraising, marketing, environmental education, parks and recreation or related field.
* A bachelor's degree or higher.
* Demonstrable fundraising skills and experience in development and grant writing. Particular note will be taken on the candidate’s experience working in other major capital fundraising campaigns.
* Effective and confident written and oral communication skills.
* Excellent organizational and planning skills.
* Successful candidate may be required to pass a comprehensive civil, criminal, educational and/or credit background check.
* Must be able to commit to two years of employment with Alaska Huts.

**POSITION DETAILS**

This is a full time, salaried position based in Anchorage, reporting to the Board of Directors. We offer flexible scheduling, remote work opportunities and encourage employees to take time to play outside! The seasonal nature of Huts’ work requires this employee to work more certain times of year. The employee will be expected to work in Anchorage as well as make visits to Manitoba Cabin on the Kenai Peninsula. Compensation is commensurate upon experience. A potential range is $45,000 - $65,000. Benefits include paid leave and retirement match contribution (*please see details in footnote below*).

Interested applicants can submit a resume and cover letter and three references in PDF format to mailbox@alaskahuts.org. Please also include links or files of past applicable work if appropriate. The application deadline is Friday, January 24, at 5:00 PM.

**POSITION SUMMARY**

The Executive Director is responsible for establishing and executing major goals and objectives for the organization. He/she provides leadership, direction and guidance of Alaska Huts activities. The Executive Director develops and maintains organizational structure and effective personnel. As the principal spokesperson of Alaska Huts they will represent the organization to land managers, other community organizations, donors, funders and supporters, and the general public.

**DUTIES & RESPONSIBILITIES**

**Organizational Leadership**

* Gather, interpret and articulate information to Board to enhance the Board’s capacity for effective communication, decision-making and long-term planning
* Keep Board informed of significant issues affecting the development and delivery of programs
* Work with the Board to develop a long-term strategic plan in line with the mission and values of the organization
* Oversee hired contractors and staff
* Oversee administrative requirements for operating a nonprofit. This includes, but is not limited to, payroll, bookkeeping, budgeting, tax preparation, business and nonprofit registration, etc.

**Budget, Finance & Fundraising**

* Responsible for developing and maintaining the fiscal goals of Alaska Huts, including annual budgeting, monthly reporting and budget tracking.
* Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
* Oversee fundraising operations to ensure viability of Alaska Huts mission
* Develop and enact fundraising plan, including memberships, major gifts, recurring donors, grants, corporate donations, etc.

**Programs**

* Ensure operation and effectiveness of programming to meet Alaska Huts mission
* Hire, manage and evaluate staff to carry out organizational operations
* Design, implement and fundraise to support new programs in line with Board direction to achieve long-term goals in line with strategic plan

**Glacier Discovery Hut**

* Continue work with Alaska Huts contractor and the Forest Service to navigate the permitting process for a new hut at Spencer Glacier.
* Work with board to ensure the project meets the organization’s mission and is financially sound
* Lead a major capital campaign to raise the funds necessary for construction