



Recognized as the regional watershed organization of the Kenai Peninsula, Alaska, Kenai Watershed Forum (KWF) is dedicated to successfully identifying and addressing the needs of the region by providing high quality education, restoration, and research programs.

Job Title: Executive Director

Status: Full-time

Reports to: Board of Directors

FLSA Classification: Exempt

Location: Soldotna, Alaska

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 executivedirector@kenaiwatershed.org
- Contact Board President Dr. Matthew Pyhala by email about your interest matthew@kenaiwatershed.org
- Visit the www.kenaiwatershed.org website.

Summary of Position: Responsible for the day-to-day management of KWF including, but not limited to: board relations, operations management, internal controls, financial oversight, employee relations, restoration projects, and community and public relations. Successfully complete other duties as assigned.

Responsibilities & Duties:

- Know, support and promote KWF's purpose, vision, and values.
- Serve as staff support to the Board of Directors and committees. Ensure effective board relation through regular communication and make recommendations as appropriate.
- Provide the Board of Directors with accurate and appropriate information as requested, and identify strengths, concerns, trends, possible solutions, and potential opportunities to aid the Board of Directors in effective decision making.

- In conjunction with the Board of Directors, facilitate the creation and implementation of annual budgets, goals and objectives.
- Provide overall administration of the day-to-day affairs of KWF. Oversee 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 KWF's assets.
- Responsible for employee relations including, but not limited to recruitment, professional development, evaluation, corrective action, and compliance.
- Effectively manage KWF's restoration projects and other initiatives.
- Secure funding from various sources including, but not limited to: grants, private and corporate donors in order to ensure duration and longevity of the organization; oversee preparation of grant applications and provide oversight to proper reporting and tracking of all grant expenditures and outcomes.
- Ensure KWF's mission, programs, products and services are consistently presented in an effective and positive manner to relevant stakeholders.
- Successfully complete other duties as assigned.

Skills & Abilities:

- Previous nonprofit management preferred.
- Bachelor's degree or equivalent experience in an appropriate field such as hydrology, ecology, geology, and biology or restoration science preferred.
- Previous development experience preferred including raising funds from private and public sectors and successful grant application.
- Demonstrated ability to effectively prepare and administer budgets.
- Proven track record of making effective public presentations and communicating with diverse groups of individuals.
- Demonstrated ability to develop and maintain relationships with stakeholders to the benefit of the organization.

Core Competencies:

- Know and support KWF's purpose, vision and values.
- Ability to effectively address problems and conflicts, exercise judgment and make quality decisions consistent with the level of the position.
- Excellent written and verbal communication skills; ability to communicate with various individuals and groups.
- Possess leadership and organizational skills to convene community meetings and to bring diverse groups together to work collaboratively in a positive environment.
- Willingness and ability to be an effective member of a team and treat individuals respectfully regardless of position or status.
- Ability to effectively address problems and conflicts, exercise judgment and make quality decisions consistent with the level of the position.

NOTES: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change.

The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Kenai Watershed Forum is an at-will employer.

HOW TO APPLY: Qualified applicants may send their coverletter and resume to: Executivedirector@kenaiwatershed.org the first round of coverletters and resumes will be reviewed on March 30, 2023; however, the position will remain open until the position is filled.