

Job Announcement

Position: Friends of Creamer's Field Executive Director

Location: Fairbanks, Alaska

Status: Salaried (exempt), full-time, regular

Date Posted: March 29, 2021

Date Available: August 16, 2021

Closing Date: Open until filled. First screening: May 1, 2021

Who We Are: Established in 1991, Friends of Creamer's Field (FOCF) is a community-based, nonprofit 501(c)(3) corporation dedicated to inspiring environmental stewardship and lifelong learning through experience, awareness, and appreciation of the natural and historic resources of Creamer's Field Migratory Waterfowl Refuge. Friends of Creamer's Field works in cooperation with the Alaska Department of Fish & Game, the agency that manages the Refuge and historic structures. Friends of Creamer's Field staff the Farmhouse Visitor Center, provide guided nature walks during the summer, and organize special educational events throughout the year. For more information, applicants may visit our website at <https://friendsofcreamersfield.org>.

Position Description:

The Executive Director reports to the Board of Directors. Key responsibilities include, but are not limited to:

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff. Carry out plans and policies authorized by the Board.
- Develop and implement comprehensive marketing and public relations strategy to create a strong Friends of Creamer's Field brand.
- Hire, supervise, and mentor 1 to 3 non-exempt staff.
- Recruit and manage volunteers.
- Implement the annual budget, make expenditures at Board-approved levels and do so in accordance with federal, state, organizational and donor policies and regulations.
- Generate revenues to support FOCF's mission through fundraising activities that include donor development, grant management, maintaining gaming license, overseeing fundraising events, managing the gift shop.
- Serve as the premier public representative of Friends of Creamer's Field to supporting organizations and donors. Communicate the work and mission to agencies, businesses, the public, and supporters.
- With Board direction, sign all notes, agreements, and other instruments made and entered into and on behalf of the organization. Maintain financial, legal and program records and documents—electronic and paper—and comply with federal, state, and local regulations in a timely manner.
- Communicate on a regular basis with donors and volunteers.
- Manage donor database – enter and acknowledge donations, generate reports, use database email function to communicate with donors, and other tasks.
- Communicate and coordinate with the Refuge Manager and other Alaska Department of Fish and Game staff.

Professional Qualifications:

The following are required:

- Knowledge of Fairbanks community.
- Bachelor's degree or equivalent experience in business, management, marketing, or related field.
- Record of assuming increased responsibility within local and/or regional nonprofit organizations.
- Technological competencies—familiarity with constituent relationship management software, accounting software, Microsoft Word, and Excel.
- Ability to draft and achieve strategic objectives and manage a \$200,000 budget.
- Strong marketing and public relations experience and proven interest and ability in communicating with interested and diverse stakeholders. Persuasive and passionate, mission-driven, and self-directed.

- Demonstrated ability of fundraising for a nonprofit organization, especially with direct person-to-person or person-to-organization contact.
- Current Driver's license and use of personal vehicle to attend meeting and errands (mileage reimbursed).
- Ability to pass basic background checks.

The following are preferred:

- Three (3) years of senior management experience.
- Experience and skill in working with a Board of Directors.
- Experience with management of a nonprofit organization with a budget of at least \$200,000 per year.
- Experience working with the media.
- Experience interfacing with state government agencies.
- History of successfully generating new revenue streams and improving financial results.
- Ability to design basic publications using Word, Publisher, or InDesign; and experience using social media.

Key Attributes and Competencies:

- Reliable, trustworthy, and honest.
- Ability to meet deadlines.
- Strong interest and skills in interpersonal relations.
- Highly organized and attention to detail and substance alike.
- Strategic thinking and strategy development.
- Business development through partnership formation.
- Superb verbal and written communication skills.
- Professional presentation and networking skills.
- Fundraising proficiency.

Working Conditions:

- Occasionally required to lift and carry.
- Required to work with the public including public speaking.
- Must determine and manage multiple priorities.
- Travel as needed to support specific events and fundraising efforts.
- Some weekend, holiday and/or evening work hours required.

Disclaimer: The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties, and skills.

What We Offer

- Salary: \$45,000 - \$55,000, depending on experience. Exempt I Full-Time
- 33 days of Personal Leave per year (in lieu of separate vacation, sick, and holiday time)
- Mileage reimbursement for miles driven in your own vehicle for FOCF business excluding daily trips between your home and office.

To Apply:

To be considered, please submit **ALL** the following documents by **midnight (Alaska Daylight Time) on Thursday, May 1, 2021.**

1. attestation
2. cover letter
3. résumé
4. three professional references with complete contact information

In your cover letter, please address the knowledge, skills, and abilities that would make you a strong candidate for our small nonprofit. The résumé and cover letter should be no more than two pages each. Application materials should be sent to beckyhasse@aol.com with a subject line: FOCF ED Position _Last name_First name. All attachments should be sent in a pdf format.