



POSITION DESCRIPTION

Position Title:	Executive Director
Reports To:	AFDF President (on behalf of the Board of Directors)
Salary Range:	\$100,000 – 150,000 annually, DOE
Location:	Alaska
FLSA Status:	Exempt
Posting:	August 16, 2023 (will remain open until filled)

Organization Overview: Established in 1978, the Alaska Fisheries Development Foundation (AFDF) is a non-profit organization that broadly represents the Alaska seafood industry, including harvesters, processors, and support sector businesses, in the areas of research and development. AFDF's mission is to identify common opportunities in the Alaska seafood industry and to develop efficient, sustainable outcomes that provide benefits to the economy, environment, and communities. In order to fulfill its mission, AFDF works collaboratively with the seafood industry, universities, scientists, resource managers, federal, state and local governments, economic development and conservation organizations, policy makers, and others.

Industry priorities guide AFDF's work. AFDF's current suite of programs represent a dynamic and efficient approach to research and development in which solutions are found in the nexus of sustainability, full utilization, climate change mitigation, economic development, working waterfronts and public education. Over the past 10 years, AFDF has stabilized its finances and grown its programs, membership, relevance, and impact to the Alaska seafood industry.

AFDF is overseen by a 13-member Board of Directors (5 harvesters, 5 processors, 3 support businesses). The staff consists of five full-time employees, plus contractors. AFDF seeks well-qualified applicants for the position of Executive Director.

Organization Strengths: Over the past decade, AFDF has positioned itself as credible and relevant to the Alaska seafood industry. The current portfolio of work and programs is exciting and forward-thinking. The organization focuses on getting results on behalf of the industry and communities, and allows flexibility and creativity regarding how and where work gets done. Over the last ten years, the organization has grown its annual revenues from approximately \$400,000 to \$2.8 million. In the last year, AFDF has grown its staff to four full time positions filled by high quality people, creating a desirable work environment. Several opportunities for major new federal funding sources for AFDF exist which could continue to grow the budget and staff.

Overview of Responsibilities: The Executive Director (ED) is the executive responsible for the overall operations of AFDF. The ED works at the direction and discretion of the Board of Directors (BOD) and advises the BOD on finances, operations, planning, implementing and evaluating programs for achieving prescribed objectives. The ED serves as the spokesperson for the organization and has the full authority and responsibility of managing the daily affairs of AFDF, its staff, contractors, grants, finances, and all programs approved by the Board of Directors (BOD). The ED works collaboratively with members, contractors, Alaska seafood industry, communities, government agencies and funders to implement AFDF's programs. This position will include grant writing and management to support programs. The ED position will be located in Alaska, however, remote work is allowed. Travel will be required.

The ED must develop and maintain a high-level of knowledge and understanding of the Alaska seafood industry, including its history and future priorities, through building and maintaining excellent relationships with industry, regulatory agencies, elected government officials, communities, conservation organizations, scientists, universities, and current and potential funders.

General characteristics of the ideal candidate include:

Self-starter, team leader, personal passion for AFDF's mission, positive attitude, strong writing skills, public speaking skills, creative approach to problem-solving, experience in grant writing, management and reporting, ability to work both independently and within teams, excellent time management skills and attention to detail.

Key Responsibilities:

- Financial Management
- Organization Management
- Program Management
- Strategic Planning & Development
- Human Resource Management
- Grant Management

Key Programs / Areas of Focus:

- Alaska Symphony of Seafood
- Alaska Mariculture Initiative
- AFDF Startup Accelerator
- Seafood Sustainability Certifications (RFM and MSC Alaska salmon, cod, halibut and sablefish)
- Social Responsibility
- Vessel Energy Solutions
- Maritime Works

Responsibilities:

- Participation in Alaska seafood industry planning activities; oversee development of programs and projects which strategically address industry identified priorities/needs; solicit and secure financing for programs.
- Oversee the RFM and MSC certifications of Alaska salmon and cod fisheries, as well as the RFM certifications of Alaska halibut and sablefish fisheries. This includes meeting or closing out conditions on the certification, reporting to and collecting fees from each Client Group, and

attending meetings of the Association of Sustainable Fisheries (ASF), and potentially meetings of the Certified Seafood Collaborative (CSC).

- Oversee implementation of all existing grant projects, including progress and fiscal reports, as required by funders, ensure project results are released to the public.
- Work to improve AFDF's communications.
- Design a plan and implementation strategy to expand the Alaska Symphony of Seafood, including funding, entrants, promotions, and benefits to winners; work with AFDF's Symphony Committee.
- Facilitate collaborative partnerships between local governments, non-profit organizations, higher education institutions, and the private sector to further AFDF programs.
- Provide written and verbal updates for AFDF Board and membership meetings.
- Ensure staff are evaluated annually; ensure policies and procedures are followed and evaluated and updated, as necessary.
- Develop, maintain and direct internal systems for personnel, organizational management, fiscal control, annual budget analysis and preparation.
- ED serves as a non-voting ex-officio member of the BOD and all committees of AFDF.

Qualifications:

Experience / Position Requirements:

- Substantial interest or experience and knowledge of the Alaska seafood industry
- Experience in the management of organizations of comparable size and mission
- Expertise on issues relevant to the Alaska seafood industry
- Demonstrated ability to build partnerships and teams
- Demonstrated high intelligence and intellectual curiosity; explores new ideas and creative approaches to problem-solving

Preferred Education/Skills/Knowledge:

- Bachelor's degree and/or 5-10 years' relevant work experience
- Strong communication skills (written and oral)
- Strong ability to work as a productive team member
- Experience with grant writing and grant management
- Experience with communications and program development
- Experience working with small business owners and entrepreneurs
- Experience using Office suite (Microsoft Word, Excel, PowerPoint, and Outlook)
- Experience with economic development and strategic planning
- Experience or education with resource management or development
- Knowledge of coastal communities in Alaska

Compensation: \$100,000-150,000 annually, depending upon experience, plus AFDF employee benefit package which includes \$6,000 health insurance reimbursement and home office stipend.

Application & Deadline: Applicants should submit a letter of interest, resume, and relevant references ASAP. Applications will be accepted until the position is filled, however, the first review of applications will occur on September 15, 2023. Submit questions and materials to Julie Decker @ jdecker@afdf.org.