

Job Announcement

Executive Director — Alaska Mariculture Alliance

About the Alaska Mariculture Alliance (AMA):

The Alaska Mariculture Alliance (AMA) is a private non-profit 501c3 organization that was initiated in June 2021 with a mission to ***develop and support a robust and sustainable mariculture industry, producing shellfish and aquatic plants for the long-term benefit of Alaska's economy, environment and communities.*** The AMA is the successor organization to the [Alaska Mariculture Task Force \(MTF\)](#) and will help shape and coordinate the burgeoning mariculture industry in Alaska.

The AMA currently has 61 full, 7 ex-officio, and 40 associate members. Full members are any grower, harvester, processor, nursery or hatchery of shellfish or seaweed in Alaska; regional or village corporations formed under ANCSA; tribes; community development quota (CDQ) groups; city or borough entities of the State of Alaska, and research entities. Associate members include supporting businesses or nonprofits that are aligned with the purposes of the AMA. NOAA Fisheries and State of Alaska representatives sit on the board as ex-officio members, along with full members representing various sectors and regions.

Job Description:

The Executive Director serves as the chief administrative officer of the organization. The Executive Director has the full authority and responsibility for managing the affairs of the AMA, its office, and all programs established under the guidelines as determined by the Board of Directors.

Responsibilities:

- *Organizational Management:*
 - Oversee AMA activities and staff, including contractors. Manage the day-to-day operations and assure a smoothly functioning, efficient organization.
 - Recommend staffing and financing decisions to the Board of Directors. Implement Board action on personnel and professional contracts, and other financial matters.
 - Identify problems and opportunities for AMA and address them with staff and Board of Directors, as needed; facilitate discussion and deliberation on AMA matters.
 - Manage existing grant portfolio, including budget and reporting. Identify future funding sources and develop proposals.
- *AMA Meetings:*
 - Plan and coordinate AMA meetings, including any necessary venue and travel arrangements. Ensure meeting material distribution and invitations to speakers are completed in a timely manner.
 - In consultation with the AMA President and Executive Committee, develop agenda and meeting packet for distribution to AMA Board prior to meetings.
 - Plan and coordinate AMA Board meetings to be held monthly, or as needed.
 - Ensure that all post-meeting tasks are completed in a timely manner, including preparing and distributing meeting minutes, implementing Board actions and staff tasking.
- *Communications:*
 - Direct AMA communications and outreach efforts with stakeholders and the

- general public in consultation with AMA President and Executive Committee.
- Develop and implement strategy to maintain and grow AMA membership.
- Facilitate collaborative partnerships between local governments, nonprofit organizations, higher education institutions, and the private sector to further AMA programs.
- Serve as primary representative of AMA with the press and industry stakeholders including industry trade associations, environmental organizations, advocacy organizations, and the general public.
- Manage AMA social media presence, including AMA website and social media accounts.
- Maintain regular communication with the AMA President, the Executive Committee, and Board of Directors to ensure the Board is fully apprised of developments regarding AMA priorities and operations.
- Exhibit proficiency in persuasive writing and the ability to translate technical documents to a non-technical audience. Be an engaging public speaker and demonstrate understanding of how and when to utilize different communication mediums.
- *Research and Issue Awareness:*
 - Be apprised and aware of issues affecting the mariculture industry in Alaska and disseminate such information to AMA members as appropriate.
- *Additional Duties:*
 - The President, with oversight of the Executive Committee, may request that the Executive Director perform duties outside of his/her job description for the benefit of the AMA.

Qualifications:

- *Required Education/Skills/Knowledge:*
 - College degree, preferably in the field of natural resources, biology, fisheries aquaculture, or other relevant subject
 - Self-starter with a positive attitude
 - Combination of relevant employment and educational experience
 - Experience with communications and program development
 - Excellent communication skills (written and oral)
 - Strong ability to work as a productive team member as well as manage staff
 - Excellent time management skills and attention to detail
- *Preferred Education/Skills/Knowledge:*
 - Experience managing a business or nonprofit organization
 - Knowledge of coastal Alaska communities and the mariculture industry
 - Experience in grant writing, management, and reporting
 - Competency using virtual communication platforms such as Zoom and Microsoft Office suite

This position will be based within Alaska, with the potential for office space depending on location.

Compensation: \$75,000 - \$100,000, depending on experience, plus benefits. Benefits include 30 days paid time off (including vacation, sick and holiday), 3% contribution to retirement, and \$500/month health insurance reimbursement.

Application materials:

- Cover letter that describes experience and interest related to this position
- Resume
- Contact information for three or more professional references

Deadline: Applications will be accepted until the positions are filled. Initial application review to occur May 20, 2022.

Submit questions and materials to:

Julie Decker, Interim Executive Director
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