



ALASKA HUTS ASSOCIATION
PO BOX 241754
ANCHORAGE, AK 99524
907 306 3908

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 for hikers and skiers, and a venue for our educational programming. Partnerships with local nonprofits and school groups allow us to provide introductory backcountry experiences to users that wouldn't otherwise be able to get outside. The new Executive Director will also be taking the lead on planning, permitting and fundraising for the new Glacier Discovery Hut System.

We are a small and vibrant organization, dedicated to providing sustainable and appropriate 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 business or non-profit operation and 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.
- Must be highly motivated with flexibility and initiative.
- Successful candidate may be required to pass a comprehensive civil, criminal, educational and/or credit background check.

POSITION DETAILS

This is full-time exempt 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! Employee will be expected to work in Anchorage as well as make visits to Manitoba Cabin on the Kenai Peninsula.

Interested applicants should submit a resume and cover letter to mailbox@alaskahuts.org. The first round of application review will begin on August 15. Position is open until filled.



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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

Budget, Finance & Fundraising

- Responsible for the fiscal integrity of Alaska Huts, to include submission to the Board of a proposed annual budget and monthly financial statements
- 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
- Maintain relationships with funding sources and prepare funding proposals

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 System

- Continue work with Forest Service to navigate the permitting process for three new huts on the Chugach National Forest.
- 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