



UNITED FISHERMEN OF ALASKA

Mailing Address: PO Box 20229, Juneau AK 99802-0229

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Email: ufa@ufa-fish.org **Website:** www.ufa-fish.org

TITLE: Executive Director

REPORTS TO: UFA President (direct) and UFA Board of Directors (in-direct)

FUNCTION: 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 UFA, its office, and all programs established under the guidelines as determined by the Board of Directors. The Executive Director serves as a non-voting *ex officio* member of the Board of Directors, Executive Committee, and all standing Committees of UFA.

DUTIES & RESPONSIBILITIES:

- Office & Personnel Management
 - The Executive Director will supervise UFA administrative staff and external contractors, as necessary.
 - The Executive Director will ensure the orderly, day-to-day function of the UFA office, manage incoming communications, and ensure all financial obligations and external reporting requirements are fulfilled in a timely manner.
- UFA Meeting Preparation
 - The Executive Director will plan and coordinate UFA's two annual meetings. This will include supervision of staff to ensure all logistical and other arrangements (including accommodations for speakers and other invited guests) are completed in a timely manner.
 - The Executive Director will, in consultation with the President and Committee Chairs, develop an agenda and meeting packet for distribution to the full Board of Directors well in advance of each semi-annual meeting.
 - In addition to UFA's two annual meetings, the Executive Director will plan and coordinate UFA Board of Directors meetings as needed.
 - The Executive Director will ensure that all post-meeting tasks are completed in a timely manner. This will include, at minimum, completion and distribution of meeting minutes and execution of Board actions and staff tasking.
- Communication
 - The Executive Director will be the primary conduit for external communication with the press, Executive Branch personnel, members of Congress and the Alaska Legislature, State and Federal regulatory agencies, and other relevant stakeholders including industry trade associations, environmental organizations, advocacy organizations, and the general public.
 - The Executive Director will also be the primary conduit for internal communications with UFA member organizations and support businesses. There is an expectation that the Executive Director shall provide scheduled and consistent communication with UFA member organizations in a format designed to ensure information is adequately conveyed in a timely manner.
 - In fulfilling the aforementioned communications tasks, there is an expectation that the Executive Director will be proficient in persuasive writing, will be able to translate

technical documents to a non-technical audience, will be an engaging public speaker, and will be, at minimum, familiar with other forms of mass communication including social media.

- Research and Issue Awareness
 - The Executive Director will remain apprised and aware of fishery and political issues that may be of interest to UFA members and support businesses and disseminate such information as appropriate.
- Lobbying
 - The Executive Director shall coordinate UFA lobbying activities. This shall include planning and meeting with Executive Branch personnel, members of the Alaska Legislature and staff, members of Congress and staff, State and Federal regulatory agency personnel, and other relevant policymakers.
 - The Executive Director shall supervise external lobbyists, as necessary.
 - The Executive Director shall maintain frequent communication with the President, and to the extent practicable, the Board of Directors to ensure that UFA's lobbying objectives are being achieved.
 - The Executive Director should expect to register as a lobbyist with the State of Alaska Public Offices Commission and be present in Juneau for the duration of the annual Legislative Session.
- Additional Duties
 - On an occasional basis, 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 UFA, consistent with State and Federal law.

Salary to be determined based on experience and qualifications. Benefits include 3% IRA match, as well as Medical/Dental/Vision health insurance plan with a Health Savings Account contribution. There is also the possibility of a travel and/or living allowance during the Legislative Session.

TO APPLY:

Applications including resume, cover letter, and at least one writing sample should be mailed to United Fishermen of Alaska, PO Box 20229, Juneau AK 99802-0229, or emailed to ufa@ufa-fish.org (please include *Employment Application* in the subject line).