



UNITED FISHERMEN OF ALASKA

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

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Email: ufa@ufafish.org **Website:** www.ufafish.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
 - Oversee UFA 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 UFA and address them with staff and Board of Directors, as needed; facilitate discussion and deliberation on UFA matters.
- Legislative Outreach
 - Direct UFAs legislative outreach and lobbying efforts in consultation with UFA President and the Board of Directors.
 - Serve as primary UFA representative with state and federal officials.
 - Meet regularly with Alaska Executive Branch officials, members of the Alaska Legislature and staff to advance UFA objectives.
 - Engage relevant Congressional members and staff, federal agency officials to advance UFA objectives.
 - Supervise external UFA lobbyists, as necessary.
 - 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.
- UFA Meetings
 - Plan and coordinate UFAs semi-annual meetings, including all necessary venue and travel arrangements. Ensure meeting material distribution and invitations to speakers are completed in a timely manner.
 - In consultation with the UFA President and Committee Chairs, develop agenda and meeting packet for distribution to UFA Board prior to semi-annual meetings.
 - Plan and coordinate UFA 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 UFA communications and outreach efforts with stakeholders and the general public in consultation with UFA President and the Board of Directors.
 - Develop and implement strategy to maintain and grow UFA membership.
 - Serve as primary representative of UFA with the press and industry stakeholders including industry trade associations, environmental organizations, advocacy organizations, and the general public.
 - Manage UFA social media presence, including UFA website and social media accounts.
 - Maintain regular communication with the Board of Directors to ensure Board is fully apprised of developments regarding UFA 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 communications mediums.
- Research and Issue Awareness
 - Be apprised and aware of issues affecting the commercial fishing industry in Alaska and disseminate such information to UFA members as appropriate.
- 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 depends on experience.

TO APPLY:

Applications, including resume, cover letter, and at least one writing sample, should be e-mailed to: UFA Vice-President Rebecca Skinner at alaskawhitefish@gmail.com (please include *UFA Employment Application* in the subject line). Applications will be accepted until 5:00 P.M. Alaska time on Friday, September 24, 2021.