



Our Mission: To develop, maintain, and promote sustainable trails, waterways, shorelines and access to those resources throughout the Kodiak archipelago through action, advocacy, and education.

Executive Director Job Description

GENERAL DESCRIPTION OF WORK: This is a part-time position, with a minimum of 10 hours a week and a potential for full-time as projects and grants progress. The Executive Director reports directly to the Board of Directors.

DUTIES AND RESPONSIBILITIES:

1. Board Governance: 17% of duties
 - a. Responsible for organizing, arranging and coordinating board meetings for the board of directors. One annual strategic planning meeting. **60 hrs annually**
 - b. Facilitate committee structure and task delegation. **60 hrs annually**
 - c. Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions. **52 hrs annually**

172 hrs ~ 17%
2. Financial Performance and Viability: 10% of duties
 - a. Responsible for the fiscal integrity of ITN, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. **52 hrs annually**
 - b. Responsible for billing/invoicing, banking, and all accounts payable & receivable. **30 hrs annually.**
 - c. Responsible for submission of routine financial and tax reports to local, state and federal authorities. **20 hrs annually**

102 hrs ~ 10%
3. Asset management: 5% of duties
 - a. Maintain annual inventory of ITN's fixed assets, real property, equipment and materials **50 hours annually**

50 hrs ~ 5%
4. General outreach & public relations: 28% of duties
 - a. Develop and enhance PSAs, press releases, web content, blogs, social media and other public relations materials pertaining to organizational objectives. **60 hours annually**
 - b. Maintenance of membership, volunteer, and donor records, including recognition and celebration efforts **80 hrs annually**

- c. Production of periodic newsletter and annual report **40 hrs**
- d. Assist with production of Kodiak Outdoor Film Festival fundraiser. Plan and implement other fundraiser events for the community. **40 hrs**
- e. Attend and advocate at local government and nonprofit meetings and other community events as needed, including networking and maintenance of professional relationships. **60 hrs**

280 hrs ~ 28%

5. Program development and implementation: 40%

- a. Research and prepare grant/project proposals in addition to grant reporting as required by funding sources. **240 hrs**
- b. Hire, train, and oversee staff for seasonal, ongoing, and additional projects as needed **160 hrs**

400 hrs ~ 40%

REQUIRED QUALIFICATIONS: Experience as an office administrator, office assistant or relevant role. Refined written skills. Proficient use of MS office, Adobe Pro. Fluency in popular social media. Experience with web based email marketing software (Constant Contact, MailChimp or similar).

PREFERRED QUALIFICATIONS: Associate's degree or equivalent experience in business, accounting or management fields. Experience with bookkeeping and accounting software (Quickbooks) and working knowledge of website development and maintenance. Development and implementation of budgets for organizations and/or projects.

Though this is primarily an administrative position, preference may be given to those with any combination of leadership experience, field experience or further education which provides the applicant with the knowledge, skills, and abilities associated with ITN's mission.

WORKING ENVIRONMENT: Employee must be able to work with minimal supervision. Has potential as a hybrid position, it is essential for applicant to build in-person local relationships in Kodiak.

LICENSES OR CERTIFICATES: Must possess a valid driver's license (copy of driving record from DMV will be required). Employment is based on qualifications free of personal and political considerations with equal opportunity for all with no restrictions as to age, color, creed, religious affiliations, age, or sex.

SALARY/BENEFITS: \$38-54 per hour DOE.

CONTACT: Email resume to info@islandtrails.org. Contact (206) 486-6656 with questions.

Annual review renewal of the following policies (all brokered by Sweeney Insurance 486-3101):

- General Liability – 2 hrs*
- Director's & Officer's Insurance – 2 hrs*
- Auto Insurance – 1 hr*
- Worker's Compensation Insurance – 2 hrs*

Annual filing of

- Biannual Report (every other year) 2 hrs annually*
- IRS Form 990 – 16 hrs annually*
- ITN Business License – 1 hr annually*
- ITN Post Office Box – 1 hrs annually*

Renewal of the Following Memberships

*Kodiak Chamber of Commerce – 0.5 hr annually
Foraker Group – 0.5 hr annually*

Cybersecurity; Maintenance of Following Online Accounts, Usernames and Logins

Weebly, Mailchimp, TechSoup, PayPal, PairNic domain name, Edward Jones investments, G-Suite, Ring Central (lapsed), SAM Registration, Grants.gov registration, NOAA Grantsonline, NFWF Easygrants, ASAP.gov, FNBalaska.com - 8 hrs total annually

In-person Banking Relations – FNBA Officer signatures on accounts – 4.0 hrs annually

Total annual maintenance – 40 hrs

Active Expense Accounts (some are dormant) – Kodiak Oil Sales, Sutliff's True Value, Spenard Builder's Supply, Cost Savers, Kodiak Island Borough landfill, City of Kodiak tax exemption, Kodiak PrintMaster

Total accounts payable – 2 hrs monthly or 24 hrs annually