

JOB TITLE: President/CEO
DEPARTMENT: Administration
REPORTS TO: Board of Directors
SUPERVISES: Senior Leadership | Directors
CLASSIFICATION: Exempt, Full-time Regular

Executive Functions:

The President/CEO, under the direction of the Board of Directors (BOD), is responsible for leading and implementation of organizational wide strategic planning in support of the vision of the Alaska Native Heritage Center (ANHC). The President/CEO shall develop and implement long-term strategic goals, and address both short- and long-term needs of ANHC. The President/CEO will direct organizational development, strategic advancement along with funder engagement. The formulation of operational, financial plans, performance goals and oversee the management team's efforts to achieve ANHC's objectives. The President/CEO shall provide effective, visionary leadership, implement the policies and directives of the BOD, build and mentor an effective senior management team, and promote ANHC to the Alaska community and tourism industry, both statewide and nationally.

Supervisory Responsibilities:

- Oversees the ongoing operations of all divisions in the company.
- Manages and directs the company toward its primary goals and objectives.
- Oversees employment decisions at the executive level of the company.
- Oversees general management of the staff and company functions to include operations and administration, program development, marketing, human resources, public relations, fundraising and facility development.
- Promotes communication and cooperation among divisions to create a spirit of unity in the organization.

Duties/Responsibilities:

- Works with the BOD and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presents regular reports on the status of the company's operations to the board of directors and to company staff.
- Oversee the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensures the company's compliance with all applicable laws, rules, regulations, and standards.
- Serves as the company's representative to the board of directors, , employees, stakeholders, funding agencies, government officials, and the general public.
- Performs other related duties to benefit the mission of the organization.

Required Skills/Abilities:

- Demonstrated leadership competencies.
- Excellent relationship building and development skills.
- Superlative leadership-level communication skills, particularly the ability to communicate with a variety of audiences.
- Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- Thorough understanding of management and financial practices in all areas and phases of business operations.

Education and Experience:

- An advanced degree in business administration, organizational leadership, or relevant area of focus.
- 10 years in an executive role, preferably as a President and/or CEO.

Physical Requirements:

- Must be able to lift up to 15 pounds at times.
- Must be able to navigate various departments of the organization's physical premises.

Required Contacts:

- Management and staff of other businesses including Alaska Native regional and village corporations, non-profit entities, ANSCA corporations and tourism operators.
- Government agencies and staff personnel.
- Local businesses, educational leaders, civic and government officials including legislative, and the general public.
- Private philanthropic foundations

How to Apply: Submit resume and cover letter via email to info@nokomisstrategies.co on or before July 31, 2025.

Disclaimer: The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. The BOD has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.