

BBRSDA Executive Director Job Description

February 2018

JOB SUMMARY: The Executive Director is responsible for the overall direction and operation of BBRSDA pursuant to the approval of and direction by the Board of Directors. This exempt, salaried position manages and directs the organization toward its primary objectives and maximizes quality and quantity of work performed for BBRSDA members.

MAJOR RESPONSIBILITIES:

Planning and Development

- Works with Board to establish short and long-term work plans.
- Meets with Board and other committees to identify and prioritize projects.
- Subject to approval and direction by the Board of Directors, establishes current and long-range goals, objectives, plans and policies.

Business Operations and Administrative Oversight

- Plans, coordinates and controls the daily operation of the organization.
- Implements and oversees most significant activities and programs pertaining to the BBRSDA organization, including but not limited to: formulating grant strategies; and developing strategies to implement the purposes of the corporation.
- As advised by the Financial Administrator, maintains full knowledge and awareness of all significant fiscal operational issues affecting BBRSDA.
- Consistent with established policies and Board approval, provides advice, guidance, direction and authorization to carry out major plans, standards and procedures.
- Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communication throughout the organization.
- Provides regular comprehensive reports to the Board regarding business activities, operations and status of projects.
- Carries out supervisory responsibilities in accordance with the organization's policies, Board directives, and applicable laws. If and when necessary, responsibilities may include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Attends Board meetings and serves on designated committees.
- Coordinates work of BBRSDA contractors and/or employees.

Outreach and Coordination

- Represents BBRSDA at meetings and functions as set forth by Board of Directors.
- Organize, attend and staff board meetings and work with the Board of Directors, State and other agency personnel interested in the BBRSDA, and BBRSDA members to implement the RSDA concept in Bristol Bay.
- Represents the organization with members, stakeholders, community partners, governments and the public.
- Promotes organization goals to all stakeholders; assures effective communication mechanisms.
- Plans and delivers press conferences and briefings to advance organization objectives pursuant to Board approval and direction.

Other Duties as Assigned

- Perform such other duties as may from time to time be identified and requested by the President or the Board of Directors.