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## **POSITION ANNOUNCEMENT**

### **Executive Director**

**Closing date:** Applications will be accepted through 5:00 p.m. AKST, March 1, 2018

Cook Inlet Aquaculture Association (CIAA) has an opening for an Executive Director, located in Kenai, Alaska. CIAA operates throughout the Cook Inlet watershed and the Executive Director will be required to travel to various locations, some of which are remote. The main work site for this position is the headquarters office in Kenai.

#### **Duties:**

The Executive Director works to achieve the mission of CIAA, which is to protect and rehabilitate self-perpetuating salmon stocks and habitats and maximize the value of the common property salmon resource by applying sound science and technology. The Executive Director serves as the chief administrative officer responsible for conducting the business of CIAA and implementing CIAA's policies, activities, and decisions by providing direction and supervision of the administrative, aquaculture, maintenance, and scientific staff. This position is responsible for the proper accounting and control of the fiscal resources of CIAA, including all funds, property, and other assets.

Another function is to serve as CIAA's primary contact with the public/media and to be responsible for an effective public outreach program that clearly explains and supports the programs and achievements of CIAA and its role in the Alaska aquaculture community.

The Executive Director also serves as a technical liaison with local, state, and federal agencies and groups such as the Board of Fisheries. This position also provides oversight and guidance on scientific studies and field work that support CIAA's mission and goals.

The Executive Director reports directly to the CIAA Board of Directors, through the Board Chair, and is expected to carry out the office management functions without direct supervision.

#### **Qualifications and evaluation factors:**

Minimum of a Bachelor's degree from an accredited college or university or at least five years of pertinent experience. Pertinent experience involves administrative, budgetary, and supervisory responsibilities; knowledge of budgets and fiscal requirements; oral communication ability; writing skills; and experience with nonprofit boards. Professional experience related to the aquaculture field is desirable. Familiarity with the commercial fishing industry is also desirable. Other combinations of education and experience will be evaluated on an individual basis for relevancy.

*Salmon enhancement today means better salmon fishing tomorrow.*

**Compensation:**

Salary range \$97,000 to \$120,000 per year DOE. The benefit package includes health insurance (employee portion is a 5% co-pay), Health Savings Account with employer contribution, employee 401(k) retirement plan, vacation and medical leave.

**Contact:**

Applicants may direct questions to Brent Johnson President CIAA at (907) 398-0918 or [ragweb@gci.net](mailto:ragweb@gci.net).

Please submit a cover letter, resume, and three professional references by regular mail or email to:

Lisa Ka'aihue, Special Projects Manager

[Lisak@ciaanet.org](mailto:Lisak@ciaanet.org)

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For more information about CIAA, visit [www.ciaanet.org](http://www.ciaanet.org). CIAA is an equal opportunity employer.