



Job Title: Co-Executive Director, Development Lead

Reports to: Cook Inletkeeper's Board of Directors
Status: Permanent, Full-time position, 40-hour workweek
Salary: \$65,000 or more DOE, with generous vacation and sick leave,
health insurance, matching contribution to retirement plan
Location: Homer, Alaska

BACKGROUND: Cook Inletkeeper is a community-based organization using a unique blend of advocacy, science and outreach in its mission to protect Alaska's Cook Inlet watershed and the life it sustains. Over the past twenty-eight years, Inletkeeper has become a leader in the Alaska conservation movement, pioneering novel science, organizing and advocacy efforts to press for corporate accountability, government transparency and lasting social change.

Co-Executive Directorship: Cook Inletkeeper is transitioning into a Co-Leadership Model, with two executive roles providing greater accountability for organizational stability. Both executive directors will be responsible for the reputation and success of Cook Inletkeeper, guiding the organization within the realities of political and cultural movements, while staying grounded in the overall goals of the organization. Both directors will be responsible for motivating and guiding the team's energy towards achieving our mission to protect Alaska's Cook Inlet watershed and the life it sustains.

Mentorship: A significant aspect of the role of both executive directors is to mentor staff through their self-guided development, providing guidance and fostering professional/personal development and working together to ensure professional growth and necessary redundancy for the functionality of the organization.

Board Accountability: Both executive directors will be accountable to the Cook Inletkeeper Board of Directors (Board). The Board will directly supervise and hold both executive directors accountable for the annual workplan and budget of the organization. The Board will review performances annually and serve as mediators if tensions arise between the two co-directors.

Shared Governance: Cook Inletkeeper is developing an egalitarian model where the co-directorship is moving in concert with the wills and wishes of all our staff, our Board, and invested communities, who believe in the mission of protecting Cook Inlet and the life it sustains. Distribution of shared duties will be established by co-leadership and be reviewed and approved by the board of directors on an annual basis.

Shared Duties Include:

- Develop and implement strategic plans, workplans, budgets and related materials to achieve Inletkeeper's mission, goals and objectives incorporating regional community knowledge and aspirations;
 - Guide three-year strategic planning process and annual review
 - Guide annual workplan and budget development and Board approval
 - Quarterly review of workplan with staff
- Responsible for advocacy directives in completing Cook Inletkeeper's mission
 - Speak at public meetings
 - Share at gatherings, workshops, conferences, etc.
 - Sponsor/plan/participate in community action or community events
 - Speak before decision-making bodies
- Responsible for position statements or comment/testimony, with appropriate staff input, aligned with the organization's mission and values, and selecting the best person to deliver the messages.
- Work with the Communications Director to produce media publications
- Communicate with the Board of Directors and implement its directives
 - Compile monthly Board packet with financials, organizational updates, memos on legal updates grant submissions, or other timely topics
 - Check-ins with Board President as scheduled or needed
 - Schedule and attend all board meetings and schedule two annual in-person meetings
 - Serve on Board Committees as needed
- Perform professional guidance, evaluation, and motivation for staff development performance standards.

Primary Individual Responsibilities:

The Co-Executive Director, Development Lead is primarily responsible for the fundraising, philanthropic engagement, and grant development in line with our mission and vision, and overseeing the creation and implementation of a fundraising plan to raise funds to achieve Inletkeeper's mission.

- Establish and deepen relationships for long term strategy with partner organizations to strategize and foster positive change
- Oversee the creation and implementation of a Fundraising Plan to raise funds to achieve Inletkeeper's annual workplan and long-term goals.
 - Create fundraising plan with projections for all income sources (building revenue, government grants and contracts, events, foundations, Food Hub, merchandise, interest and membership) based on prior year trends
 - Develop and maintain metrics for analyzing fundraising activities



- Cultivate strong relationships and regular communications with current funders and major donors
- With Communications Director, guide print newsletter and fundraising appeals process, themes and timelines
- Serve as the signer and primary contact on all financial accounts
- Maintain current funding sources and identify, solicit and develop new funding sources sufficient to carry out the annual workplan
 - Maintain Grant databases to track all organizational funders and current grant calendars to include all deadlines for letters of interest, proposals, and reports
 - Oversee annual federal indirect cost proposal process
 - Oversee annual audit/review/990 and work with Bookkeeper and outside accountant to ensure accurate and timely completion
 - With program staff assistance, ensure timely submission of LOIs, grant proposals and reports
 - Coordinate timely and professional communication with government and foundation funders
 - Research and successfully secure new funding and government grant opportunities
 - Grow existing or new endowment funds through planned giving or targeted ask

The ideal candidate will have:

- Demonstrated ability to build relationships with a broad range of coalition partners, and work with diverse stakeholders;
- Strong motivation to press for social and environmental change;
- Experience in proposal and grant report writing;
- Excellent organizational skills;
- Demonstrated ability to manage multiple tasks and deadlines simultaneously;
- Demonstrated ability to work effectively both as part of a team and independently;
- Experience in maintaining databases, spreadsheets and adhering to budgets;
- Enthusiasm about an organizational culture and structure that fosters collaboration, communication, equity and trust; and
- Desire to live, work and play in an incredible community surrounded by uncommon beauty.

To apply: Please send a cover letter and resume to keeper@inletkeeper.org. The position is open until filled.