



Job Title: Co-Executive Director, Development

Reports to: Cook Inletkeeper's Board of Directors

Status: Permanent, Full-time position

Salary: \$65,000 to \$75,000 DOE, including generous vacation and sick leave, health insurance, and a matching retirement plan contribution.

Location: Homer, AK

Background: Cook Inletkeeper is a community-based organization that combines advocacy, science, and outreach in its mission to protect Alaska's Cook Inlet watershed and the life it sustains. Over the past thirty-one years, Inletkeeper has become a leader in the Alaska conservation movement, advancing innovative science, organizing, and advocacy to promote corporate accountability, government transparency, and lasting social change.

Co-Executive Directorship: Cook Inletkeeper uses a Co-Leadership Model with two executive roles to enhance accountability, work-life balance, and organizational stability. Both executive directors share responsibility for the organization's reputation and success, guiding Cook Inletkeeper's programs in alignment with its goals and the broader political and cultural context. Directors motivate and guide the team to achieve the mission. Daily responsibilities are divided by expertise; for example, one director focuses on development and fundraising, while the other leads human resources and operations. Regular meetings, shared decision-making, and ongoing communication ensure effective collaboration and alignment. Each director leads in their focus area while supporting cross-functional leadership.

Board Accountability: Both Co-Executive Directors will be accountable to the Cook Inletkeeper Board of Directors. The Board will directly supervise and hold both executive directors accountable for the organization's annual work plan and budget. The Board will review performance annually and serve as mediators if tensions arise between the two executive directors.

Shared Governance: Cook Inletkeeper's egalitarian model ensures the Co-Directorship works collaboratively with staff, the Board, and invested communities who support the mission. Shared duties are determined by co-leadership and reviewed and approved annually by the Board of Directors.

Shared Duties Include:

- Lead the development and implementation of strategic plans, annual work plans, budgets, and related materials to advance Inletkeeper's mission, goals, and objectives, ensuring the integration of regional community knowledge and aspirations.

- Oversee the strategic planning process and conduct annual reviews to ensure alignment with organizational priorities.
- Facilitate the creation and Board approval of annual work plans and budgets.
- Conduct quarterly reviews of work plans with staff to assess progress and address challenges.
- Lead advocacy initiatives to fulfill Cook Inletkeeper's mission.
 - Represent the organization at public meetings, gatherings, workshops, and conferences.
 - Share at gatherings, workshops, conferences, etc.
 - Sponsor, plan, and participate in community actions and events, as well as present before decision-making bodies.
 - Speak before decision-making bodies.
- Oversee the preparation of position statements, comments, and testimony in alignment with organizational values, ensuring appropriate staff input and selecting the most effective spokesperson.
- Collaborate with Communications staff to produce media publications, guide newsletters, and coordinate fundraising appeals, including theme development and timeline management.
- Maintain regular communication with the Board of Directors and implement Board directives.
 - Compile and distribute monthly Board packets containing financials, organizational updates, legal memos, grant submissions, and other timely topics.
 - Check in regularly with the Board President as scheduled or as needed.
 - Schedule and attend all Board meetings, including two annual in-person meetings.
 - Serve on Board Committees as needed.
- Provide professional guidance, evaluation, and motivation for staff development and performance standards. Allocate staff according to the current budget.
- Guide programs based on strong political analysis, organizational values and principles, and within budgetary constraints.
- Monthly meeting with the Treasurer to review financials and QuickBooks entries.

Primary Individual Responsibilities:

The Co-Executive Director, Development, acts as Cook Inletkeeper's primary fundraising leader—coordinating individual, business, and foundation giving to support the mission. This role is responsible for creating and executing an annual fundraising plan with defined financial targets to meet the organization's budget and ensure ongoing sustainability and growth.

- Establish and strengthen long-term strategic relationships with partner organizations to foster positive change.
- Lead the development and execution of an annual fundraising plan that aligns with Inletkeeper's work plan and long-term objectives.
 - Develop comprehensive fundraising projections for all income sources—including building revenue, foundation and government grants, events, merchandise, interest, and memberships—based on prior-year trends.

- Set and achieve fundraising goals to maintain fiscal health, expand organizational capacity, and ensure future sustainability. Cultivate strong relationships and regular communication with funders and major donors.
- Manage and track all grant submission deadlines—including letters of interest, proposals, and reports—for both public and private funders.
- Prepare grant proposals and reports, and oversee compliance tracking for grant awards.
- Identify, solicit, and secure new funding sources to support the annual work plan.
- Increase endowment funds through planned giving and targeted fundraising initiatives.
- Maintain the membership database, process donations, and ensure timely donor acknowledgments.
- Serve as the authorized signer and primary contact for all financial accounts.
- Serve as the point of contact for litigation or legal matters.
- Oversee the annual Indirect Cost Proposal (ICP) process and secure a Negotiated Indirect Cost Rate Agreement (NICRA) as required.
- Collaborate annually with a certified public accountant and bookkeeper to prepare financial statement reviews or audits, 990 filings, and ensure regulatory compliance.

How to Apply

Please send a resume, cover letter, and two references to keeper@inletkeeper.org. This position is open until filled.

We are committed to inclusivity and actively seek candidates from underrepresented backgrounds, including Black, Indigenous, People of Color, LGBTQIA2S+, and Disabled individuals. We strongly encourage applications from individuals with these identities or other marginalized communities. To support equitable hiring and ensure new team members feel welcomed, Cook Inletkeeper provides onboarding, mentorship, and connections to affinity groups, peer mentors, and professional development opportunities as available.