



ALASKA

Bering Sea Crabbers

www.alaskaberingseacrabbers.org

JOB ANNOUNCEMENT

Job Title: Executive Director
Reports to: Board of Directors
Location: Negotiable; Washington or Alaska preferred
Salary & Benefits: Negotiable & Competitive

Summary of Position: At the direction of the ABSC's Board of Directors, the Executive Director is responsible for the overall administration of the Alaska Bering Sea Crabbers trade association. Responsibilities include, but are not limited to, membership services, communications, personnel and financial management, industry and public relations, and political advocacy.

Responsibilities and Duties:

Membership and Board Support

- Work with the Board to set goals and to prioritize objectives and strategies for the organization.
- Oversee membership activities such as regular communications, symposiums, associate membership recruitment, website maintenance, etc.
- Ensure coordination and timely communications among members, Board members, committees and staff, to achieve project objectives.
- Provide general support, make arrangements and prepare materials for Board meetings and membership activities.
- Work with other industry trade organizations on concerns of mutual interest to members.

Administration and Operations

- Provide general oversight for efficient daily operations of the organization.
- Ensure that the organization operates within its bylaws and legal obligations.
- Work with the Finance Committee to develop proposed budgets, implement programs within the budget approved by the Board and ensure that the organization is fiscally sound.
- Recruit, hire and supervise employees as directed by the Board.
- Develop a positive organizational culture for both employees and members.
- Recommend and coordinate activities of contractors or consultants for various purposes as appropriate to meet the objectives of the organization.
- Seek additional funding through grants or other funding sources for special projects, if needed.

Policy Development and Advocacy

- Help identify regulatory or political needs, or issues that may affect the organization or its members' crabbing interests.
- Represent the organization to State and Federal agencies, Congress, the North Pacific Fishing Management Council, industry conferences and meetings, or to the public press.
- Develop relationships with other organizations and government agencies, under direction of the Board, to further the organization's interests.

Science & Technology

- Help the Board identify crab science concerns or technological issues that affect members' crabbing operations.
- Ensure organization representation at PNCIAC, Crab Plan Team, Bering Sea Crab Research Foundation and other crab science meetings.
- Prioritize activities and supervise efforts surrounding these issues.

Public Relations and Crab Promotion

- Work with the Board, its committees and outside organizations to promote appreciation of the crab fishing industry and increase demand for crab.
- Prepare materials and represent the organization to the press as needed.

Essential Skills and Abilities

- Develop a comfortable working knowledge of the members, crab vessels, the crab industry and its history, and the current issues involved to maintain or improve the fishery.
- Demonstrated leadership to establish positive working relationships with individuals and other groups.
- Successful management experience in budgeting and personnel.
- Understanding of non-profit organizations and working with a Board of Directors.
- Effective communication skills, both written and oral.
- Effective computer, data management and social media skills.

Education & Experience

- Experience working in marine resources, fisheries or government.
- A combination of education and/or work experience may be considered.
- Previous nonprofit and executive experience preferred.

Other Core Competencies

- Be trustworthy, diplomatic and a critical thinker with sound decision-making skills.
- Effectively manage time.
- Respectfully address and resolve issues and conflicts.
- Develop and motivate individuals by building consensus to accomplish common goals.

Note: Travel is required.

Closing Date: July 15, 2016

*Please email Resume and References to alaskaberingseacrabbers@gmail.com.
Alaska Bering Sea Crabbers, 4005 20th Ave W, Suite 102, Seattle, WA 98115. 206-783-0188
Inquiries and applications will stay confidential among committee members.*