



**Katmai  
Conservancy**

P.O. Box 90921  
Anchorage, AK 99509  
[www.katmaiconservancy.org](http://www.katmaiconservancy.org)  
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## Executive Director – Job Opportunity

### OVERVIEW

Katmai National Park and Preserve is a haven for bears, moose, wolves, salmon and other wild creatures. In addition, the Native Alaskan Alutiiq people, Russian explorers, Euro-American trappers, and American entrepreneurs are a vital part of the history of this beautiful land.

Katmai National Monument was established in 1918 to protect the volcanically devastated region surrounding Novarupta and the Valley of Ten Thousand Smokes. Today, Katmai National Park and Preserve also protects 9,000 years of human history and important habitat for salmon and thousands of Alaska brown bears.

People with historic ties to Katmai, mostly of Alutiiq descent, now live around southwest Alaska and beyond, especially in the villages of South Naknek, Naknek, King Salmon, Kokhanok, Igiugig, Levelock, Egegik, Chignik and Perryville. Many Katmai descendants are actively involved in subsistence activities and participate in the park management process through Alaska Native corporate and non-profit organizations.

Katmai National Park typically welcomes 40,000 visitors annually in the park and over 12 million virtual visits through the Explore.org webcams.

The Katmai Conservancy was incorporated in 2016 as an Alaska Corporation and received its 501(c)3 status the same year. It is the official non-profit fundraising partner for Katmai National Park and Preserve.

### ***The Role of Katmai Conservancy (KC)***

Working closely with Katmai National Park, KC works at the local, regional, state, and national level to help ensure policies friendly to protection and stewardship. This includes preservation, conservation, education, and research for the Park's cultural, archaeological, research, interpretive and natural resource assets. KC supports NPS interpretation; education and community outreach and events; natural and cultural resources research; Park facilities and visitor services, and the Explore.org webcams.

### ***The Opportunity for the Incoming Executive Director***

The Katmai Conservancy is at a crossroads, from meager beginnings in 2016, it has become a robust, effective, and growing organization. 2020 saw a significant increase in donations, memberships and sales resulting in a workload beyond the capacity of our volunteer board and part time temporary staff. Today, we seek a new executive director who can build on these successes and help us create a new vision and strategy. KC has an extraordinary opportunity to help define how an utterly unique and culturally

significant landscape can be collaboratively managed and protected by encouraging investments by the millions of remote viewers of the park on Explore.org.

## **THE EXECUTIVE DIRECTOR (ED) ROLE**

### ***Personal Qualities Sought in the Executive Director***

- Excellent leadership and management acumen.
- Self-directed/motivated to accomplish organization's vision and goals who understands organizational fundamentals: organization strategy, operations, and non-profit financial management.
- Proficiency in Human Resources: Hires and manages staff, fostering success without inhibiting performance.
- Builds, maintains, and sustains trusting relationships, partnerships and alliances.
- Possesses a rare level of cultural competency: able to work fluidly and respectfully among the multitude of stakeholders in our work: Alaska Natives from various regions, progressive and conservative residents, conservationists, government agency personnel, national, state and local policy makers, outdoor sports interests, and natural resource development companies.
- Experienced raising money from a variety of donor sources, especially on-line.
- Detail oriented: Compile information and write Annual reports, grant proposals, Annual Work Plans, corporate documentation, agreements with Partners subject to review by the Board.
- Has a passion and love for this region, its history, people and the bears.

### ***Skills & Knowledge desired in the Executive Director***

- A demonstrated, successful history of non-profit fundamental organizational functions: operations, finances, and HR.
- Comfortable with the use of technology for financial management, virtual office and staff management, updating websites and social media and producing member newsletters. Including: WordPress, Quickbooks, Constant Contact, WP Give, Facebook, Instagram and Microsoft Office.
- Demonstrated experience in a policy/advocacy environment.
- Working knowledge and understanding of relevant government agencies, policies, and processes.
- Demonstrated diplomacy and negotiation skills.
- Experience working with virtual volunteer board and recruiting new board members.
- Skills with event promotion and management. Examples include: Annual Fat Bear week, fundraising events, 2025 campaign.
- On-Line retail sales oversight experience desired.

### ***Additional Details***

- This is a new position and initially can be less than full time (24-30 hours a week).
- We do not currently have a physical location. Work will initially occur remotely and an office location in Anchorage, AK will need to be established ultimately when support staff is hired by ED.
- Compensation and benefits commensurate with experience. Effectiveness of the incumbent will influence salary increases when possible.
- Frequent travel required: Includes trips to King Salmon (Brooks Camp), Homer, Anchorage and other locations to meet with Park staff, oversee KC park operations and staff, and develop/maintain relationships with the Organization's partners.
- Reports to the Board of Directors.
- Responsible for subordinate staff: hiring, training, supervision, payroll etc.
- In order to build the relationships and establish trust across multiple communities, the Executive Director should reside within driving distance of Anchorage or King Salmon, Alaska. Office work can be done virtually.
- Must be able to pass a NPS background check for necessary security clearance.

**Compensation:** Salary is commensurate with knowledge, abilities, and experience.

**To apply:** Please submit a letter of interest and resume to: [barbara@katmaiconservancy.org](mailto:barbara@katmaiconservancy.org). Applications will be accepted until the position is filled.

For more information or to more fully understand the position please contact Board Vice-President Diane Chung at: [Diane@katmaiconservancy.org](mailto:Diane@katmaiconservancy.org) or at 360-504-3848.