



**Skiku, Inc.  
Executive Director**

The Executive Director is the Chief Executive Officer of Skiku, Inc. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

**Skiku, Inc. program development responsibilities:**

- Assure that Skiku, Inc. has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Ensure Skiku, Inc. has adequately covered risks to the organization and that proper insurance is in place.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

**In communications, the Executive Director will:**

- Keep the board fully informed on the condition of the organization and important factors influencing it.
- Manage a public relations program to promote Skiku, Inc. activities, programs and goals—include social media, Web sites, posters, banners, sponsor recognition and promotion according to sponsor agreements.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent Skiku, Inc.'s purpose and achievements to agencies, organizations, and the general public.

**In relations with staff, the Executive Director will:**

- Be responsible for the recruitment and management of both paid staff and volunteers.
- Develop job descriptions for both paid staff and volunteers.
- Maintain a climate which attracts, keeps, and motivates a strong base of top quality volunteers.

**In budget and finance, the Executive Director will:**

- Be responsible for developing and maintaining sound financial practices.
- Develop and execute a fundraising program that achieves the organization's financial needs.
- Work with the treasurer in preparing a budget; see that the organization operates within budget guidelines.
- Work with board of directors to ensure that adequate funds are available to permit the Skiku, Inc. to carry out its work.
- Conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**In program execution, the Executive Director will:**

- Develop and execute a detailed project management plan that delivers programs designed to achieve the Skiku, Inc. mission to foster the health and recreation benefits of skiing and biathlon through sustainable programs across Alaska.
- Provide oversight for all participating program locations and ensure a communication plan is developed to keep program sites informed and excited about Skiku, Inc. program.
- Work with board members and volunteer committees in the execution of the plan.
- Manage sponsorships and donors and ensure expectations are met.

**Qualifications, Skills, and Abilities**

- Project management and event planning experience
- Fundraising expertise and a record of success.
- Business skills and previous experience as an Executive Director and service on boards of directors.
- Passionate about active lifestyles, particularly through cross country skiing, biathlon and running.
- Relationship with business community and major funding sources.
- Understanding of rural communities in which we operate.
- Understanding the role of staff and board members within organization.
- Strong written and verbal communications skills.
- Accepts feedback.
- Strong organizational, teamwork, and time-management skills
- Adaptable to changing work-environment and demands
- Willing to work in a flexible, task-oriented environment.
- Ability to use hands, talk, and hear, and the ability to lift up to 50 lbs.
- Valid driver's license
- It is not possible to list all possible essential functions or requirements as they are subject to change.

This position represents .75 percent FTE. The work is less intense in the summer and full-time during the ski season of January through April and through the wrap-up month of May.