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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

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Natural Resources Director

Developing the region's hydro, biomass, mineral and timber resources

Under general direction of the Executive Director, this position coordinates the development of Southeast Alaska's natural resource initiatives, including efforts to reduce the region's reliance on fossil fuels through the advancement of renewable energy, beneficial electrification, and forest-based economic development. This includes coordinating long-range planning for biomass and forest health initiatives, supporting communities with local implementation, and working with The Tongass Collaborative (TTC) to promote healthy forests and sustainable resource use. The position also includes grant writing and administration, coalition building, and coordination with federal, state, Tribal, and municipal partners to advance energy and natural resource priorities across the region. Supervises a part-time employee.

Compensation and Benefits:

This is a grant-funded position that can be extended based on continued funding support. The position is a full-time position, eligible for benefits including leave, 401K retirement account, holidays, and health insurance. Competitive wages, DOE.

Application Process:

Interested applicants should send an email to <mailto:robert@seconference.org> with a resume and cover letter attached in PDF format. Applications accepted on a rolling basis with the position open until filled.

Key Responsibilities:

- Advises the Executive Director and Board of Southeast Conference concerning energy, biomass, mining, forestry, and other natural resource issues.
- Facilitates the operations and activities of the Alaska Wood Energy Development Task Group (a coalition of federal and state agencies and not-for-profit organizations) and the SEC Energy Committee and Natural Resources Committee.
- Supports Southeast Conference's engagement with The Tongass Collaborative, promoting healthy forests, habitat restoration, and forest-based economic opportunities.



- Coordinates with utilities, resource managers, and other stakeholders on long-range planning for energy and natural resource projects and builds consensus on regional priorities.
- Prepares and reviews budgets and monitors expenditures. Completes grant administration and reporting tasks regularly.
- Develops and implements strategies to secure continued funding for SEC's energy and natural resource programs.
- Works with and assists Southeast Alaska communities and organizations in understanding biomass energy, mining, forest health, and resource management issues, including timber supply, carbon markets, and renewable technologies.
- Facilitates and manages the SEC pellet mill demonstration project.
- Attends meetings, conferences, and workshops, and reviews publications to remain current on principles, practices, and new developments in assigned areas. Some travel is required.
- Responds to questions from citizens, media, elected officials, and others in a courteous and timely manner.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of operations and activities.
- Provides supervision and coaching including hiring, training, coaching/mentoring, and evaluating the work of a direct report.
- Keeps immediate supervisor and others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Performs other duties as assigned.

Knowledge, Skills & Abilities:

Knowledge of: Southeast Alaska natural resource issues, including forest management and energy infrastructure needs; biomass energy systems; federal, Tribal, and state programs related to energy and forest management; carbon offset markets; grants application and administration; project management; procurement; and supervision.

Skills in: Oral and written communication; operating a personal computer using standard or customized software applications appropriate to assigned tasks; creating presentations in PowerPoint or other presentation software platforms; and grant development and management.



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Ability to: Create and maintain professional networks that cross a wide diversity of organizations; communicate effectively with others, both orally and in writing, using both technical and non-technical language; use logical and creative thought processes to develop solutions; prepare contract specifications and scope-of-work descriptions; prepare and present accurate and reliable reports containing findings and recommendations; organize and direct the activities of contractors; develop and implement long-range plans; manage grant projects and expenditures; handle confidential employee and administrative information with tact and discretion; understand and follow oral and/or written policies, procedures and instructions; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Desired Qualifications:

Education: Bachelor's Degree in any field; or progressively responsible professional experience commensurate with the education conferred by a four-year degree.

Experience: Any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform the work. Knowledge or experience related to biomass energy systems, sustainable forestry, or the Tongass National Forest is preferred but not required.

Compensation: Dependent on experience.
Position open until filled.

Organization Description:

Established in 1958, Southeast Conference (SEC) is the state and federally-recognized economic development district for Southeast Alaska. SEC works collaboratively with municipal, Tribal, and business leaders to advance regional economic and community development priorities. Our work has been focused on regional transportation policy and infrastructure; sustainable, affordable energy for all Southeast communities; support for our mariculture, fishing, and fish processing industries; sustainable food security; and workforce development. We have a 13-member, volunteer Board of Directors and more than 200 member organizations and individuals throughout Southeast Alaska.

