



KENAI MOUNTAINS-TURNAGAIN ARM NATIONAL HERITAGE AREA

KMTA NHA Executive Director Position

Position Title: Executive Director

Reports to: KMTA Board of Directors

Status: Employee, part-time, 20-30 hrs/wk

About KMTA NHA

The Kenai Mountains-Turnagain Arm National Heritage Area (KMTA) encompasses a distinctive landscape of mountains, lakes, rivers, glaciers, and fjords and is Alaska's only National Heritage Area. Designated in 2009, the Heritage Area is comprised of road, rail, and trail corridors from Seward to Bird, AK and includes the communities of Girdwood, Portage, Whittier, Hope, Cooper Landing, and Moose Pass.

KMTA's mission is to recognize, preserve, and interpret the historic, scenic, natural resources, and cultural landscape of the historic transportation corridor through the Kenai Mountains and along Turnagain Arm. KMTA awards grants to community projects that recognize, preserve, and interpret the historic, scenic, and natural recreational resources and cultural landscapes of our area.

Job Summary

The Executive Director is responsible for the overall management of Kenai Mountains-Turnagain Arm National Heritage Area providing leadership and direction in all programs, financial management, fundraising, partnership cultivation and supervising team members. The Executive Director serves as the primary liaison between KMTA NHA's Board of Directors and other identified stakeholders. Within this structure, the Executive Director will also serve as the leader of a team of staff which supports the public-private partnerships and partner sites within the National Heritage Area.

The Executive Director will be responsible for promoting awareness of and advocating for KMTA NHA through local and regional units of government and elected officials. The Executive Director is primarily responsible for developing the resources necessary for the financial sustainability of the heritage area. The Executive Director directs the policy, development, programming, financial management, fundraising, marketing, operations and government and community relations for the organization. The Executive Director will operate in compliance with KMTA NHA's bylaws and will coordinate board meetings and make appropriate and timely reports.

Major Goals of The Executive Director:

- Ensure the continuity of the organization through a focus on congressional reauthorization or the heritage area. KMTA NHA's current authorization expires on September 30, 2024. While there are many overt acts of outreach to our representatives and congressional staff, each of the other activities we undertake as an organization must be viewed through the prism of reauthorization and the opportunity to educate. Because federal funding is critical to our ability to operate, this is the single, most-important endeavor.
- Develop a multi-faceted effort to raise additional funds for the heritage area. The elements listed below would all contribute to success in this area:
- Ensure the operations and success of the Anchorage Outdoor School Program continues to grow and develops into a year-round program for youth.
- Continue to grow and nurture KMTA NHA's relationship with federal partners, specifically the National Park Service and US Forest Service

Other Elements of the Position:

- Implement and communicate the mission and create a vision for the organization throughout the National Heritage Area.
- Establish and maintain effective working relationships with staff, volunteers, Board members, sponsors, donors, community groups, and other agencies.
- Develop and direct both long-range strategic program plans and a comprehensive annual business plan and budget for the organization in accordance with the Management Plan.
- Work with the KMTA NHA Board and partners to raise funds to sustain the work of KMTA NHA.
- Review, coordinate and make funding requests to the governmental agencies that support the mission of KMTA NHA.
- Develop a sincere and deep knowledge of partner sites and the stories of KMTA that the Heritage Area represents.
- Develop strong partnerships with KMTA NHA board members to help build relationships for support.
- Search out opportunities and present programs about KMTA NHA for community organizations to help increase donor base and encourage visitation at partner sites.
- Act as liaison with local boroughs/cities and other government officials to encourage involvement and support of KMTA NHA.
- Consult with Heritage partners to provide education and training for resource development.
- Attend all KMTA NHA Board meetings and other committee meetings when appropriate.

Qualifications

- BA or BS (required), additional education a plus
- 5-plus years' experience in fundraising and/or development, including extensive personal contacts and experience asking for funds from individual, foundation and corporate donors
- Passion for history

- Preferred experience in working with an organization that is engaged in historical tourism
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated ability pursuing and managing grants, specifically federal grants
- Knowledge/understanding of 2CFR200 Uniform Administrative Requirements for pass-thru entities of federal funding.
- Basic computer skills including Excel and database management
- Demonstrated ability to achieve set performance measures and communicate the effectiveness of programs to internal and external audiences
- Strong ability to effectively work with a board of directors to develop relationships to support the work of the National Heritage Area.
- A strong interpersonal skill set that demonstrates the ability to foster and preserve a productive work environment.

Other Requirements

- Must be able to attend occasional evening or weekend events
- The employee must occasionally lift and/or move up to 25 pounds
- Must have reliable transportation, valid driver's license and auto insurance
- Travel throughout the heritage area corridor is required, including occasional overnight travel

Compensation

Compensation is \$38-\$54/hour at 20-30 hours/week; benefits include 6 paid holidays, paid-time off, Simple IRA with 3% company match, and a technology equipment stipend.

How to Apply

Please send cover letter and resume via e-mail with the subject line "Executive Director Position" to: Jeff Samuels, President at info@kmtacorridor.org.

All submissions must be received by 5 PM on August 20th, 2021.

KMTA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, KMTA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

KMTA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of KMTA's employees to perform their job duties may result in discipline up to and including discharge.