

Executive Director, American Council of Engineering Companies of Alaska

The American Council of Engineering Companies of Alaska (ACEC Alaska), based in Anchorage, Alaska, seeks to hire an Executive Director to manage the daily operations of the organization and support the Board of Directors in establishing and achieving the organization's strategic goals and objectives. ACEC hopes an individual with knowledge of the local consulting engineering industry will provide valuable influence and innovation to the organization. ACEC Alaska is a non-profit organization comprised of approximately 35 engineering firms located throughout the state of Alaska. The organization is the state affiliate of the national American Council of Engineering Companies (ACEC National), based in Washington, DC. ACEC Alaska is governed by a Board of Directors that includes one representative from each member firm. The Executive Director will report to the Board of Directors; the officers of the organization, selected from the Board of Directors, include: President, President Elect, Secretary, Treasurer, and National Director.

Responsibilities: The Executive Director is responsible for carrying out the Council's entire range of programs and services, with support from volunteer members and the ACEC Alaska Board including:

1. Attend monthly Board meetings (in Anchorage, Alaska) that typically last 1.5 hours
2. Assume Treasurer duties
3. Attend ACEC National's Spring (Washington DC) and Fall (various locations) Conferences that typically last one week per conference
4. Coordinate with ACEC National's Executive Director's committee
5. Communicate to the Board the goals, objectives, and actions from ACEC National
6. Help building the organization's membership
7. Lead the government relations program, including identifying policies and regulations that adversely impact private consulting firms and formulate and implement strategies for change
8. In-State travel may be required (most likely limited to Juneau, Fairbanks, and Wasilla/Palmer) to execute the government relations effort

Qualifications: The Executive Director will be an enthusiastic advocate for the engineering industry and represent the private consulting industry in the public policy arena. This role requires a dynamic relationship-builder who can cultivate and grow critical partnerships for organizational growth and advancement. Qualifications include:

1. Licensed Professional Engineer in the State of Alaska or retired license
2. Experience working for or interfacing with private engineering consultants as well as public contracting agencies (i.e., State of Alaska, Municipality of Anchorage, etc.)
3. A minimum of 20-years of professional experience related to the engineering industry
4. Familiarity with the operations of an engineering consulting firm
5. Familiarity with the various contracting methods used by public agencies
6. Ability to coordinate and affect changes with state and municipal elected official, department directors, and staff that effect policy and regulatory guidelines that impact the operations of ACEC Alaska's member organizations.
7. Experience with fundraising events is desirable

Compensation: The Executive Director position is part-time, anticipated 20-30 hours per month. The position is a contract position at \$25,000 annual, plus approved travel expenses.

Interested candidates must submit a resume to president@acecalaska.org