

Position Announcement

Executive Director

Circumpolar Conservation Union

The Circumpolar Conservation Union (CCU) seeks a highly qualified person to serve as **Executive Director** to provide daily leadership and operating management for this small, vital, NGO. Consideration of applicants for this position will begin immediately.

CCU is a nonprofit organization dedicated to protecting the ecological and cultural integrity of the Arctic for present and future generations. Based in Washington DC, this mission is undertaken through policy development, public education, training, and issue advocacy programs that promote cooperation among Arctic indigenous peoples and other diverse interests. An official observer to the Arctic Council, CCU's program areas include global warming, transboundary contaminants, and capacity building.

Founded in 1993 by its current President as a project of the Tides Foundation, CCU is now an independent 501(c)(3) entity and seeks a "roll up your shirt-sleeves" candidate with a proven track record to lead this unique organization into the next stage of its development.

KEY RESPONSIBILITIES:

The Executive Director is responsible for day-to-day operations and administration, including all support functions; accounting, budgeting and fiscal management; grant seeking; donor and foundation relations; and office management. The Executive Director is also responsible for the overall scope of CCU activities and is involved, in varying degrees, with its programs.

- Actualize the vision of CCU
- Identify potential sources of foundation support and manage from cultivation through proposal writing
- Manage administrative support resources
- Manage administrative tasks

- Financial management, including budgeting, financial reporting and recordkeeping
- Office operations and security
- Donor communication, retention & acquisition
- Establish and document CCU policies & procedures

EXPERIENCE CRITERIA:

- Experience and demonstrated success at nonprofit management
- Proven ability to raise funds
- Environmental issues knowledge
- Strong people skills
- Excellent written and verbal communication skills

TO APPLY:

Candidates should submit applications consisting of a resume, a list of references, recent salary history, and a letter explaining their interest in the position by email to circumpolarconservationunion@hotmail.com. No phone calls please.

The Circumpolar Conservation Union is an equal opportunity employer