



NOW HIRING!

EXECUTIVE DIRECTOR

STATUS

Full Time | Salary

Ideal Start Date: June 10th – 17th 2019

COMPENSATION

- Salary: \$70,000 to \$90,000 per year – DOE
- Sign on Bonus: Up to \$10,000
- Relocation: Possible in lieu of sign on bonus
- Full Medical Insurance Package Provided (Health, Dental, Vision)
- Generous vacation package

TO APPLY

Application Deadline: **Tuesday, May 7th** at 11:59pm AKST

Send PDFs of **cover letter, resume, and 3 professional references** with relationship context to:

Dennis Bedford, DENNIS.BEDFORD@acsalaska.net

ORGANIZATION OVERVIEW

The Alaska Airmen's Association, established in 1951, is the largest general aviation organization in Alaska and is one of the largest GA groups in the country with over 2000 active members. It is a non-profit 501 (c) 3 membership-based organization whose sole purpose is to protect, preserve, and promote general aviation.

We host the annual Great Alaska Aviation Gathering, America's largest free-entry aviation tradeshow with nearly 300 exhibitors from around the world and 30,000 attendees in Anchorage, Alaska the first weekend of every May. We also host our annual Airplane raffle each year, which is one of the Association's main fundraiser and also the largest raffle hosted in Alaska. Membership includes all pilots, student through ATP, mechanics, airline employees, aviation enthusiasts and any individual or business that has an interest in flying. Membership is open to everyone, including non-Alaska residents. Our members reside in 5 countries, 46 states, and represent members in 50 Alaskan cities and villages.

4200 Floatplane Dr.
Anchorage, AK 99502

Tel: 907-245-1251
www.AlaskaAirmen.org



POSITION OVERVIEW

The Airmen Association is looking for an organized, hardworking team-player and people-person with a successful track record of leadership and management experience to lead the Airmen team. The Executive Director (ED) should be a goal-oriented and outgoing individual with attention to detail. The ED should be a quick learner that takes initiative and is self-disciplined and has excellent verbal and social skills, and excellent time-management skills.

The ED is responsible for the overall operation and financial direction of the organization and representing the Association as the lead executive. The ED is responsible for a \$1M budget with a staff of 5 fulltime employees. The ED is supported with a competent and experienced staff and an active board of directors. All personnel issues remain under the control of the ED. The ED reports to the President of the board of directors and works within a broad policy framework established jointly with the Board.

DUTIES & RESPONSIBILITIES

- To advise and consult with the Board on matters relating to on-going operations of the organization
- To oversee the Great Alaska Aviation Gathering, Airplane Raffle, accounting services, organizational personnel, and Government / Legislative Affairs initiatives
- Maintain and grow existing agency and other organizations cooperative relationships
- Participate in advocacy, aviation industry and working group meetings.
- Develop value-added programs for membership
- Edit and produce content related news letters and trade papers
- Implement strategic marketing and advertising methods
- Working knowledge of social media, web content management, and membership databases
- Represent the Association at professional and governmental meetings

EXPERIENCE & QUALIFICATIONS

- Bachelor's Degree
- 4-5+ years in a leadership or management position
- 4-5+ years of strong organizational or operations experience
- Large project and event management experience
- Experience with small and large scale fundraising
- Experience working with non-profit organizations and working with or reporting to a board of directors
- Experience in communications, marketing, or public relations



- Experience or knowledge of basic accounting, budgeting, human resources, policy planning, and contract negotiation.
- Proficient with Excel, Microsoft Word, and Powerpoint

ADDITIONAL QUALIFICATIONS NOT REQUIRED, BUT A PLUS

- + Aviation industry knowledge, experience, or connections a **PLUS**
- + Experience with membership association/organizations a **PLUS**
- + Knowledge of Alaska Gaming Permit system and process a **PLUS**
- + Sales experience a **PLUS**
- + Editorial or publishing experience a **PLUS**

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