



Alaska Arts Education Consortium

AAEC

www.akartsed.org

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Executive Director

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AAEC

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Alaska Arts Education Consortium (AAEC)

Position Opening: Executive Director

This position may be negotiated to be Full or Part-time

Job Title: Executive Director
Reports To: Board of Directors, Executive Board
Applications Due: May 15, 2025 or until filled

General Functions:

The Executive Director reports to the AAEC Board of Directors. This position oversees the strategic direction, the daily operations of AAEC, its staff, contractors, attorneys, budget, programs, grants, and membership. This position helps to maintain mission focus.

Responsibilities, including but not limited to:

Leadership & Management

- Oversee day-to-day operations of AAEC.
- Assist in formulating and monitoring progress on AAEC's strategic direction in collaboration with the AAEC Board. Track, and report on Strategic Plan goals: including annual goals, priorities, milestones of major activities, for review regularly by the AAEC Board.
- Represent AAEC publicly, across stakeholder groups, when fundraising, engaging legislators, corresponding with district leadership, and when implementing program activities.
- Coordinate and provide direction to AAEC's contractors to strategize and carry out AAEC priorities, including working effectively with high-level and technically challenging legal and political issues.
- Oversee grant timing, payments and reports.
- Contribute to the production and distribution of a newsletter regularly for stakeholders and oversee updating of the AAEC website.

Board & Member Relations

- Act as the point person for all member and board questions and concerns.
 - Keep the board informed of organizational programs, events, developments and issues
 - Plan, manage, and attend board meetings, including developing agendas with the Board President, compiling board information, setting up Zoom meetings, ensuring all board members receive the invitation link/calendar invite.
 - Communicate as needed with the Chair and the Executive Board on matters requiring large expenditures or strategic decisions.
- Track progress of all AAEC board committees and facilitate collaboration to streamline efficiency, activities and program/project delivery.

Financial & Resource Development

- Responsible for all fiscal management of the organization including overseeing preparation of biannual corporate reports, tax reports, bookkeeping, collection and assessment of dues from AAEC's members, fiscal management of AAEC funds.
- Develop annual and program budgets, track and report finances throughout the fiscal year, and present budgets and financial reports to the Executive Board and Board of Directors.
- Develop and carry out a financial and record retention policy.
- Oversee an annual CPA review and comply with all recommendations and state and federal government regulations, audits and tax filings.
- Maintain Quickbooks bookkeeping, handle payments, sign checks, balance/reconcile bank statements, and manage all financial relationships.
- Plan and execute grant requests and other outside funding opportunities.
- Coordinate with the treasurer to keep the board informed of organizational fiscal health.
- File Pick, Click Give application and share reports.
- Actively participate in generating new sources of revenue through state, federal and foundation grants, district memberships and fundraising activities.

Communications & Relationships

- Cultivate new relationships with possible members and funders.
- Continue to develop relationships with key stakeholders, including state officials, elected officials, school district leaders, education policy leaders, funders, tribal, and corporate and organizational entities.
- Attend meetings and conferences to expand networking with members and potential partners, advocates, and funders.
- Develop partnerships with statewide and local organizations and businesses aligned with AAEC's priorities and mission.

AAEC Institute and Professional Development Administration

- Communicate and coordinate with current institute partners regarding financial agreements, registration, schedules, shared personnel, location, logistics, university credits, etc.
- Create institute budget demonstrating shared expenses and revenues; propose to board for approval; ensure financial plan is followed; and communicate any major changes to treasurer and executive board.
- Attend institutes as the logistics coordinator and AAEC representative, as the board deems necessary.
- Oversee collection, compilation, and dissemination of evaluation data.

Qualifications:

- 2-3 years executive management experience
- Proven leadership and project management skills as a self-motivated individual working with complex issues, supervising contractors and employees and managing budgets.
- Excellent oral and written communication skills. Computer competency in multiple platforms and applications.
- Ability to work independently, develop and follow work plans and maintain strong internal and external working relationships with minimal supervision. The remote nature and seasonal workloads of this job require flexibility, including some evening/weekend time as needed.
- Knowledge of the education field, arts, and non-profit sectors, especially with experience in administration and politics.
- Ability to work effectively with sensitivity in Alaska's diverse cultures, and appreciation for rural education challenges and opportunities.
- Familiarity with political and legal forums.

- Computer literacy sufficient to run a modern workplace with minimal support, including management of data, communication with diverse employees, contractors, workers and members, and financial management.
- Competence with bookkeeping and balancing a budget.
- Experience writing and managing grants including multi-year, private and government grants.
- Genuine conviction that integrating the arts in education develops social well-being to the benefit of our humanity.

To apply, please send your letter of interest and resume to:
Angela Chervenak, aaec.ied@gmail.com