

## **Chief Executive Officer**

Choggiung, Ltd seeks a mission-oriented **CEO**. We need a highly collaborative, team player who communicates well with individuals at all organizational levels.

The position is located in Dillingham, Alaska a year-round scenic destination for outdoor adventure. Dillingham is the fastest growing city in the Bristol Bay area with a strong industrial base located on the Nushagak Bay at the confluence of the Nushagak River, and inlet of Bristol Bay. With a population of roughly 2,500, Dillingham offers the best of small town life.

## **Summary**

Responsible for the overall management and supervision of Choggiung, Ltd and its subsidiaries, to include budget preparation and management, marketing and public relations, and daily operations.

## **Job Duties Include**

- Collaborate with Board of Directors with strategic planning initiatives and identification of long and short term objectives
- Interact regularly with executive team and individual department heads to ensure operational priorities are aligned with overall company direction
- Provide day-to-day leadership and direction aligned with company's adopted mission and core values
- Oversee operations budget to ensure compliance with organizational expenditure requirements and board approved projects and plans
- Keep the Board informed about affairs of Choggiung, reports regularly at Board meetings on a variety of operational and financial issues
- Facilitate development of internal and external communications and reports
- Serve as Board and beneficiary advocate regarding issues such as land use permits, real estate opportunities, financial investments, etc.
- Oversee management of subsidiaries within the guidelines of established Board policies
- Oversee the financial operations of Choggiung by directing preparation of annual financial report; maintaining corporate accounts; overseeing management of trust and escrow accounts, cash management; and serving as point of contact for audits and/or reviews
- Oversee Choggiung Investment Corporation by ensuring lease negotiations and renewals occur in the best interest of the corporation
- Oversee Choggiung Education Endowment Fund ensuring timely presentation of financial reports and analysis to the Board; and ensuring scholarships are awarded in a fair and objective manner
- Exercise full authority in human resources management to include: recruitment, hiring, classification, compensation, training, evaluation, and termination
- Develop and update Choggiung policies, coordinate Board approval, implement and enforce policies at organizational level
- Serve as organizational liaison and company representative before the public, media, government, etc.; and networks with community business leaders

- Other duties as assigned by the Board

### **Minimum Qualifications**

- Bachelor's Degree in Business Administration, Public Administration, Land and Resource Management, and/or related field
- Professional level experience in business administration, operations, management, or related field can be substituted for Bachelor's degree on a year for year basis
- Eight years of professional experience in business administration, operations, management, or related field, with demonstrated fiduciary and management responsibility, and two years served at leadership/executive level
- Previous team building experience
- SBA 8(a) experience preferred

### **Other Qualifications**

Experience and ability to adapt to rural Alaska living

Corporate financial/investment experience sufficient to meet the profit objectives of a growing Alaska village corporation is preferred

### **Working Environment and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to perform the essential responsibilities of the position with or without reasonable accommodations

- Frequently required to sit for long time periods
- Frequently required to read small print found on financial documents, research materials, computer screens, etc
- Occasionally required to lift objects of no more than ten pounds.
- Occasionally required to travel in small aircraft.

Alaska Native preference given.