

# CONFIDENTIAL HIRE

## General Manager

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### Job Description

#### POSITION SUMMARY:

The General Manager (GM) is the Corporation's principal corporate officer. The GM is responsible for conducting the general business operations of the corporation. The GM works with the Board of Directors (Board) to implement long and short-range operating and strategic plans. The GM ensures effective and efficient operations and services.

This position is a full time, exempt position based in Anchorage, Alaska.

#### REPORTS TO:

Chair of the Board and Executive Committee

#### DUTIES:

- Conduct day-to-day corporate operations in compliance with laws, regulations, and direction of the Board.
- Facilitate and coordinate meetings including Board and Shareholder meetings. Preparing reports and assisting with agendas.
- Develop and implement corporate communications.
- Manage and develop office operations.
- Develop and recommend policies and procedures for adoption by Board.
- Develop and/or maintain strategic relationships with other ANCs, tribes, businesses, organizations, partners, and people.
- Participate in industry-related events or associations that will enhance the GM leadership skills, the Corporations reputation and the potential for success.
- Travel as necessary and/or requested by the Board.
- Assist the Board with special initiatives and projects as requested.

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration or related field.
- Three to five (3-5) years of mid-level management or executive experience.

- Experience working with Boards, preferably with an ANCSA village corporation.
- Experience with stewardship of ANCSA village corporation lands and comprehensive understanding of laws and regulations governing ANCSA land.
- Experience developing and cultivating relationships with a broad range of stakeholders, including tribes, ANCSA corporations, government entities, and general Alaska businesses.

**JOB ENVIRONMENT AND ACCOMODATIONS:**

This position requires routine walking, standing, bending and carrying items weighing less than forty pounds and is primarily performed in a professional office setting. However, it may require some work in the field for oversight and direction of subsidiary operations. Travel within and outside of Alaska may be required.

**DISCLAIMER:**

*This job description is a guideline only and does not contain the entirety of duties to be performed by the position. This job description is not an employment agreement or contract, implied or otherwise. The Board has the exclusive right to alter the scope of work within this job description at any time without prior notice.*