



Alaska Ocean Observing System
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Specific Duties and Responsibilities of AOS Executive Director July 2020

The Executive Director of the Alaska Ocean Observing System (AOS) is responsible for fulfilling the mission of AOS and providing the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director reports directly to the Board of Directors.

The *Specific Duties and Responsibilities* of the Executive Director include the following:

Effective Program Management and Organizational Excellence

1. Work with staff, board and partners to fulfill the AOS mission.
2. Develop and maintain sound financial and grant management practices.
3. Be responsible for the fiscal integrity of the organization, including budgets, financial statements, and annual audits, which accurately reflect the financial condition of the organization.
4. Maintain a climate that attracts, keeps, and motivates a top-quality, diverse staff and implements sound human resource practices.
5. Promote and maintains efficient and effective day-to-day operations including: maintaining official records and documents, and ensuring compliance with federal, state, and local regulations.
6. Maintain an AOS Office to:
 - Provide staff support to the Board, Committees, and AOS working groups;
 - Coordinate the activities of AOS projects and Principal Investigators;
 - Prepare official correspondence;
 - Provide oversight to the AOS Data Assembly Center;
 - Provide oversight to the AOS-facilitated networks;
 - Provide oversight to all sub-awards and grants;
 - Ensure timely submission of all reports; and
 - Facilitate engagement and communication with stakeholders and partners.
7. Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
8. Maintain AOS certification as an IOOS Regional Integrated Coordination Entity
9. Work with the staff and the Board in preparing planning documents including annual work plans, proposal for NOAA cooperative agreement, strategic operations plan, and buildout plans.
10. Be responsible for fiscal management that generally operates within the approved budget and ensures maximum resource utilization and maintenance in a positive financial position.
11. Communicate regularly with the AOS Board of Directors to keep them fully informed of the work of the organization and important factors influencing it.

Program Development, Fundraising, and Marketing

1. Identify, develop, and leverage new opportunities for funding and other resources to support the organization's mission, including foundations, private industry, and non-NOAA federal agencies.
2. Keep AOOS prominent at regional, national, and international levels in order to increase funding and leverage opportunities.

Partnerships, Community Relations, and Leadership – Alaska Region

1. Serve as a spokesperson for the organization and enhance the organization's image by being active and visible in the community.
2. Build a strong communication program to maintain the AOOS newsletters and web site, ensure engagement with stakeholder groups, and publicize the goals, programs, and results of the organization.
3. Establish good working relationships and collaborative arrangements with community groups, funders, elected officials, and particularly those entities engaged in ocean and coastal observing in Alaska.
4. Serve as the AOOS representative on statewide organizations and advisory committees, including Alaska Sea Grant, Alaska Center for Climate Assessment and Policy (ACCAP), and the Arctic Research Consortium of the United States (ARCUS.)
5. Represent AOOS to federal, state, local, and tribal government entities; non-government organizations; and to the public.

Partnerships, Community Relations, and Leadership – National and International

1. Participate in programs and activities to expand awareness and credibility of AOOS and its partnerships and programs.
2. Serve on IOOS Association Board and IOOS and Interagency Ocean Observation Committee (IOOC) task teams, working groups, committees and other activities to support the overall IOOS organization and mission.
3. Represent AOOS on Consortium for Ocean Leadership (COL), Interagency Arctic Research Policy Committee (IARPC) collaboration teams, and other organizations.
4. Ensure AOOS is in alignment with international organizations such as Sustaining Arctic Observing Networks (SAON), Global Ocean Observing System (GOOS), etc.

Stakeholder engagement, outreach, and communications

1. Provide program information using multiple media: web, publications, presentations, etc.
2. Follow stakeholder engagement policy by effectively engaging in networking and continuously exploring for coordination, cooperation, and collaborative opportunities.