



RESOURCE DEVELOPMENT COUNCIL

Growing Alaska Through Responsible Resource Development

Job Description: Executive Director

Job Purpose: Lead RDC in its mission to grow Alaska through responsible resource development. Establish public policy positions and inform stakeholders & the public of issues critical to the advancement of RDC's initiatives.

Education/ Requirements: Bachelor's degree or a minimum of 10 years relevant work experience.

Skills/Qualifications: Strong written and verbal communication skills, proven ability to effectively engage with Alaska's diverse stakeholder groups, an in-depth knowledge of Alaska's resource industries and federal/state public policy issues, demonstrated ability to present verbal testimony before the Legislature and government agencies, familiarity with the Alaska Legislature, ability to problem solve, computer software proficiency, supervisory and budget development experience.

Essential Job Duties

- Lead the organization in advocating for responsible resource development. Execute the strategic plan.
- Perform issue analysis: research and analysis, develop comments/deliver testimony before government agencies, encourage members to attend and testify at hearings, manage legislative issues, testify before committees.
- Create communications: including op-eds, newsletter content, technical letters, member relations, testimony.
- Develop and oversee RDC communications plans, including website, email, newsletter and social media sites.
- Assist in the planning, coordination, and implementation of the Annual Membership Luncheon, Conference, Board of Directors Community Outreach trip, and other events.
- Plan and execute RDC administrative activities, including the development and tracking of budgets and management of staff and bookkeeper. Provide regular finance reports to the Treasurer, and work with the Treasurer in the development of regular Finance Committee reports to the Executive Committee.
- Oversee and participate in committee meetings, including the Executive, Legislative and Nominating Committees, as well as other committees formed as needed.
- Actively engage with the full spectrum of RDC membership to obtain input on issues of concern to the oil and gas, mining, forestry, tourism, and fishing industries.
- Direct and conduct lobbying activities, including registering as a lobbyist in the State of Alaska. Position requires extensive work in Juneau during the legislative session.
- Review, testify and comment on State and Federal legislation and other issues/projects, including obtaining input from the RDC Board, members, and other organizations.
- Act as RDC's primary spokesperson for media. Maintain effective working relationships with representatives of the media.
- Coordinate activities and advocacy work with other organizations, including regional and national associations.
- Be a source of information about Alaska's resource industries for State and Federal legislators, commercial entities, the press, and individual stakeholders as needed.
- Travel throughout Alaska with occasional travel to the Lower 48 required to execute job duties.

~RDC headquarters is located in Anchorage, Alaska~



TOURISM



FISHERIES



OIL & GAS



MINING



FORESTRY