

# President & Chief Executive Officer



## Who We Are:

### Anchorage Economic Development Corporation (AEDC)

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. AEDC launched its Choose Anchorage initiative in January of this year. The Choose Anchorage framework provides community partners, business leaders and government officials with a set of strategies to collectively strengthen Anchorage's economic vitality over the next five years and beyond.

These are the four pillars of the Choose Anchorage Framework:

**BUSINESS VITALITY** – Driving new and strengthening existing businesses.

**TALENT** – Deepening the pipeline of skilled talent.

**QUALITY OF PLACE** – Enhancing the city's quality of place.

**INFRASTRUCTURE** – Investing in critical infrastructure.

## What You Will Do:

As the President & CEO you will be responsible for leading the strategic direction of the AEDC and ensuring the successful execution of programs and initiatives related to the growth of the Anchorage economy and AEDC as an organization! You will represent AEDC at community events and therefore must possess a passion for the community of Anchorage and be able to use your skills in public speaking and fundraising to achieve the goals outlined for you by the BOD. Your ability to grow existing relationships and develop new relationships will be paramount in this role. Additionally, you will need strong leadership and project management skills as you will be responsible for the organization's internal administration management as well as budgetary oversight and review.

## Requirements:

- B.A. in business, communications, marketing, or related field is required. Equivalent combinations of education and experience may be considered. Certified Economic Developer (CECd) designation Preferred.
- Direct experience owning or managing a private sector business with staff, or similar experience with a non-profit organization is required.
- Professional experience with Microsoft Office applications including Word, Excel, Outlook, and PowerPoint.
- Ability to effectively communicate with various stakeholders and possess strong project management capabilities.

## Salary:

\$140,000 +, with additional bonus potential (DOE).

## Company Benefits:

- Medical, Dental, and Vision Coverage
- Paid Time Off

- \$600.00 monthly car allowance and monthly paid parking
- 401K offering a company match of up to 3% of an employee's annual salary

**To Apply:** Email: [Christineb@alerachr.com](mailto:Christineb@alerachr.com)



**President & CEO**  
**Anchorage Economic Development Corporation (Anchorage, AK)**

The Anchorage Economic Development Corporation (AEDC), a private 501(c) 6 nonprofit organization, is seeking to engage a dynamic, enthusiastic, experienced business and economic development professional dedicated to the idea that Anchorage has a great future as a vital, growing, successful city to serve as President & for the organization.

**Salary Range:** \$140,000+ with competitive benefits and PTO package (DOE)

**General Purpose:**

The President & CEO is responsible for setting the strategic direction of AEDC and supporting the development and successful deployment of AEDC's strategies, programs, and initiatives that promote the growth of the Anchorage economy and AEDC as an organization. ***A successful candidate for this position will generate the following results:***

1. Develop and maintain a positive partnership with the AEDC Board of Directors
2. A strong network of business contacts and key community relationships that bolster AEDC's reputation and its ability to achieve its goals.
3. The successful implementation of the key AEDC strategic initiative, "Choose Anchorage."
4. A superior personal knowledge of issues, projects, and industry and community trends vital to the successful achievement of AEDC's mission to grow and diversify the Anchorage economy.
5. A well-run organization that exhibits the highest standards of professional economic development practices and is staffed by an exceptional team of motivated professionals dedicated to the success of Anchorage and AEDC
6. Will become a recognized economic development thought leader for Anchorage through successful media engagements, public presentations, and collaborations with partner organizations, government, the business community, and the community-at-large.

**Essential Functions**

Reporting to the Board of Directors, as the executive leader of AEDC will be tasked with:

- Demonstrating in all work a clear passion for the growth and success of the communities of Anchorage and Alaska.
- Assuring AEDC demonstrates in all aspects the professional practice of economic development.
- Effectively engaging and partnering with the AEDC Board of Directors in setting the strategic direction of AEDC
- Direct the efforts of staff to accomplish the Choose Anchorage Strategic Plan for that focuses on improving Anchorage's competitiveness through initiatives focused on business vitality, talent, quality of place, and infrastructure.
- Oversee the development and implementation of key fundraising initiatives vital to the success of AEDC strategic initiatives and the corporation.
- Setting and implementing the direction for organizational and growth management.
- Representing AEDC effectively in public speaking and communications, media interactions, government relations, community partnerships, and key stakeholder relationships and communications.

**Key Professional Characteristics**

- Experienced and knowledgeable in the trends and best practices in the community and economic development profession.





- Demonstrated skills in HR and organizational management and non-profit accounting standards and practices.
- A record of success in developing projects in both the private sector and in the practice of economic development.
- A history of developing and leading successful fundraising efforts of at least \$1.0 million per year that include demonstrated success in generating sponsorships, memberships, earned income, and grants.
- While not required, a history of successful experience in Alaska is a plus.

#### **Minimum Requirements and Preferred Professional Attributes**

- Direct experience owning or managing a private sector business with staff, or similar experience with a non-profit organization is required.
- Professional experience with Microsoft Office applications including Word, Excel, Outlook, and PowerPoint.
- B.A. in business, communications, marketing, or related field required. Equivalent combinations of education and experience may be considered.
- Certified Economic Developer (CEcD) designation from the International Economic Development Council preferred.

#### **About the Anchorage Economic Development Corporation (AEDC)**

Created by the Municipality of Anchorage in 1987, AEDC transitioned into a private nonprofit 501(c)6 organization formed in 1989 as a public-private partnership between local businesses and governmental institutions. It is governed by a Board of Directors whose 15 voting members are appointed from AEDC's 200+ private sector member companies.

AEDC exists to grow a prosperous, sustainable & diverse economy for Anchorage. Our vision is that by 2030, Anchorage will be the #1 mid-sized city in America to live, work and play. From our history to date and from the commitments that we all share now about the future, we have defined the values that should guide all of our activities and staff in the years to come. These are our core values:

**Integrity:** Being transparent & ethical in all our dealings.

**Credibility:** Demonstrating competency & expertise in everything we do.

**Proactive:** Creating opportunities through innovative actions.

**Collaborative:** Leveraging our strengths with the strengths of others.

#### **Other Requirements:**

Valid Driver's License

If chosen to be interviewed, must be able to provide:

- (3) three writing samples.
- (3) media interviews with at least one video interview included.
- (3) examples from past work experience related to the position being applied for.

Must be able to pass a full background check.

#### **Work Environment and Physical Requirements:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable





accommodation may be made to enable individuals with disabilities to perform essential functions. If a candidate would like to seek accommodation, they can ask the recruiter for additional information to initiate that process.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required, sometimes for extended periods, to walk, stand, or sit. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance, stoop, kneel, crouch, or crawl; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**To apply for this position:**

Submit a letter of interest and resume by email to Christine Brown, [Christineb@alerachr.com](mailto:Christineb@alerachr.com)

