



# Ahtna Intertribal Resource Commission

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[www.ahtnatribal.org](http://www.ahtnatribal.org)  
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## Deputy Director Job Description

**Location:** Glennallen, Alaska

**Position Type:** Full-Time

**Pay:** \$80,000 - \$90,000 DOE

**Reports to:** Executive Director

### Job Purpose

The Deputy Director supports the Executive Director in the leadership, oversight, and strategic management of all operations, ensuring alignment with AITRC's mission, vision, and cultural values. This role supervises key departmental leads, including Fisheries, Wildlife, Anthropology, Outreach and Education, GIS, Geology, Ecology, and Administration, to ensure integrated and successful execution of interdisciplinary projects. Additionally, the Deputy Director must demonstrate strong managerial capabilities and expertise in natural resource management grounded in the traditions and values of the Ahtna people.

### Key Responsibilities:

#### Leadership and Program Management:

- Supervise and provide leadership to departmental leads.
- Oversee and coordinate cross-departmental project integration ensuring adherence to AITRC's mission.
- Participate in the development, monitoring, and evaluation of operational plans for departmental projects and programs.
- Ensure projects align with traditional knowledge and AITRC's strategic vision.

#### Community Relations and Advocacy:

- Foster relationships with tribal governments, Alaska Native Corporations, community organizations, government agencies, and industry stakeholders.
- Engage in regulatory processes, including proposals and comments to the Alaska Board of Fisheries, Alaska Board of Game, and Federal Subsistence Board.
- Communicate AITRC's objectives, policies, and program outcomes clearly and effectively to diverse audiences.

#### Administration and Operational Oversight:

- Oversee day-to-day administrative operations.
- Assist in developing organizational policies and ensure their consistent implementation.
- Manage resources and staff effectively, ensuring compliance with applicable regulations and policies.

#### Financial Oversight:

- Assist in budget preparation and fiscal management in collaboration with the Executive Director.
- Oversee departmental grant applications, funding acquisition, and reporting processes.

- Review and monitor departmental budgets and expenditures to ensure compliance and fiscal responsibility.

**Project and Data Management:**

- Ensure quality and integrity of scientific research and data management across all departments.
- Oversee the synthesis and reporting of project findings to relevant stakeholders.

**Staff Development and Supervision:**

- Provide mentorship, supervision, and support to departmental leads and other staff.
- Conduct regular performance evaluations, support professional development opportunities, and facilitate team training.
- Foster a collaborative, inclusive, and positive work environment.

**Knowledge, Skills, and Abilities:**

- Demonstrated understanding of Alaska Native cultures, tribal governance, and issues impacting tribal communities.
- Comprehensive knowledge of federal and state natural resource management policies and regulations.
- Excellent leadership, communication, and organizational skills.
- Proficiency in computer applications (MS Office Suite, GIS software, statistical analysis tools).
- Experience writing grants and managing funded projects.
- Strong interpersonal skills to effectively collaborate with diverse stakeholders.

**Minimum Qualifications:**

- Bachelor's degree in Natural Resources Management, Tribal Governance, or related fields.
- 3 years of progressively responsible management and supervisory experience.

**Preferred Education and Experience:**

- Master's degree in Natural Resources Management, Tribal Governance, or related fields.
- 5 years of progressively responsible management and supervisory experience.
- Proven experience with interdisciplinary teams, project management, and integrating TEK into natural resource management.
- Knowledge and understanding of ANCSA (Alaska Native Claims Settlement Act) and ANILCA (Alaska National Interest Lands Conservation Act).
- Demonstrated experience integrating Traditional Knowledge into natural resource management initiatives.

**Work Environment:**

- May require travel and work in remote, rugged field environments.
- Evening and weekend work may occasionally be necessary for meetings or community events.

**Application Procedure:**

Interested applicants should submit a cover letter, resume, and three professional references to [connect@ahtnatribal.org](mailto:connect@ahtnatribal.org) with the subject line "Deputy Director Position."

**Tribal Member Preference:**

Pursuant to PL 93-638 as amended, preference will be given to qualified citizens of member Tribes, Ahtna and Chitina Native Corporation Shareholders, Descendants, and Spouses in all phases of employment. Applications will be reviewed on a rolling basis until the position is filled.