Position Purpose:
The Executive Director/Chief Executive Officer is responsible for the overall business and operations of Alaska Industrial Development and Export Authority (AIDEA), including development and lending activities, investment performance, and assisting the State of Alaska in implementing economic development policies through AIDEA’s programs and financing tools.

Essential Functions:

- Works closely with the Board as it sets Authority policies, goals, and objectives.
- Communicates with the Governor, Commissioners of principal state departments, the Legislature, financial institutions, the investment and business community, and the general public promoting AIDEA’s mission, goals, and programs.
- Assists the Governor and Legislature with setting economic development policies and how AIDEA can provide access to capital to the private sector in implementing those economic development policies.
- Through AIDEA’s management team, implements the Authority’s mission, goals, strategies and policies as directed by the Board.
- Works with the Board to establish long-range strategies, goals, policies and plans.
- Advises the Board on the impact of long-range planning, introduction of new programs, strategies and regulatory actions.
- Evaluates Authority programs in relation to Board approved goals and objectives and the State of Alaska’s economic development goals and objectives, recommending modifications and proposing new programs to strengthen AIDEA and the State of Alaska’s economy.
- Communicates regularly with the Board regarding the status of the Authority’s programs, operations and finances.
- Directs all financial operations of the Authority, providing timely analysis of budgets, financial reports and financial trends.
- Oversees the Authority’s development and lending activities, investing and administrative support services.
- Makes decisions regarding issues facing the Authority.
Develops, implements, and enforces organizational policies and procedures that will improve the overall efficiency and effectiveness of the Authority.

Formulates practices that will result in effective and cost effective Authority operations.

Reviews and analyzes legislation, laws, regulations, and other public policies that may affect the Authority’s mission and programs and recommend changes when appropriate.

Develops and maintains professional/cooperative relationships with local, state and federal agencies.

Works with legislative or other government committees regarding economic development policies, programs, and budgets.

Develops and maintains professional/cooperative relationships within the financial community.

Communicates with and understands the requirements of financial rating organizations to ensure that their rating conclusions are based on a complete understanding of AIDEA’s strategies, goals and procedures to positively affect AIDEA’s financial strength.

Promotes the Authority and its mission, goals and programs to communities throughout Alaska and to the public at large.

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business and management principles involved in strategic planning, goal setting, and establishing performance standards
- Knowledge of effective operational approaches and management practices
- Knowledge of principles and practices of public and private sector economic development, finance, economic analysis and negotiations as well as working with laws, regulations, and policies of various government agencies
- Knowledge of economic development finance tools including but not limited to development finance tools such as governmental bond and private activity bond financing, investment tools such as New Market Tax Credits, access to capital tools such as revolving loans, mezzanine financing and loan guarantees, and other financing mechanisms such as the use of Limited Liability Companies (LLCs) and other business legal structures to finance projects
- Knowledge of project management.
- Knowledge of budget preparation and administration
- Knowledge of methods of procurement, contract negotiation and administration
- Expertise in business analysis and forecasting, and complex project financing mechanisms.
- Strong problem solving and decision making skills
- Strong public speaking and presentation skills
- Ability to effectively communicate orally and in writing
- Ability to build consensus and resolve issues
- Ability to plan, organize, direct and coordinate
- Ability to analyze problems, identify solutions, and effectively negotiate

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; talk and hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS**
Position requires intermediate skills in spreadsheet and word processing software, and basic skills in database software, email and general office equipment.

**Desired Qualifications:**

This position requires a degree in business, economics, finance, public administration, law, or a related field, and a minimum of 10 years of progressively responsible experience demonstrating executive management skills, leading an executive team and project financing experience. A master’s degree or other advanced degree in a related field is preferred. Experience communicating with the public, businesses, financial institutions, and governmental agencies required. Experience working with Legislative committees and other state agencies desirable.

**Positions Supervised by This Position:**

This position directly supervises the Chief Investment Officer, the Chief Infrastructure Development Officer, the Commercial Finance Director, the Chief Financial Officer, the Human Resources Director, Chief Procurement and Contracting Officer, the Information Technology Director, the External Affairs Officer, and the Executive Assistant for AIDEA. Because the Chief Financial Officer, the Human Resources Director, Chief Procurement and Contracting Officer, the Information Technology Director, and External Affairs Officer also provide services to the Alaska Energy Authority (AEA) through a cooperative service agreement with AIDEA, the two Executive Directors coordinate on priorities, schedules, and annual reviews for these positions.

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<tr>
<th>PCN</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>08-0229</td>
<td>Chief Investment Officer</td>
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<tr>
<td>08-0224</td>
<td>Chief Infrastructure Development Director</td>
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<td>External Affairs Officer</td>
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<td>08-0213</td>
<td>Executive Assistant</td>
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