Board of Directors Job Description
(January 2025)

Organizational Background

The Alaska Center Education Fund (AKCEF) envisions a thriving and sustainable Alaska for future generations. Our mission is to educate and empower Alaskans of all ages to support clean air and water, encourage healthy communities, and uphold a strong democracy. Alongside our sister organization, The Alaska Center, we are building a movement of engaged Alaskans—the best resource for tackling the climate crisis, protecting our wild salmon legacy, and ensuring that our grandchildren's grandchildren can call this place home.

AKCEF is committed to centering our work through a social justice and racial equity lens. We believe that environmental justice must include social and racial justice at every level of work, including at both the individual, internal, and organizational, external levels. We believe that by being more inclusive and integrating diverse perspectives, the AKCEF can better serve our communities and civic, climate justice, Indigenous rights, and health partners.

Within this Racial Justice and Equity framework, the Alaska Center Education Fund offers a range of programs designed to cultivate future leaders and enhance community engagement. These include:

- **Trailside Discovery Camp** provides outdoor education to thousands of children in southcentral Alaska.
- **Alaska Youth for Environmental Action** (AYEA) offers statewide leadership and community organizing opportunities for young leaders aged 13 to 18.
- The **Civic Engagement Program** promotes nonpartisan education to engage voters, including young and new voters, and creates opportunities to enhance civic involvement and leadership.

Responsibilities of the Board of Directors

The AKCEF Directors are legally and fiscally responsible for the nonprofit organization. Responsibilities include:

- Setting the strategic long-term direction that guides annual goals and staff development.
- Hiring the Executive Director(s) and supporting, monitoring, and evaluating their performance.
- Approving the annual budget and monitoring the use of organizational funds.
- Establishing policies that impact finances, personnel, and organizational operations.
- Adhering to the organization's bylaws.
- Ensuring the functioning of Board committees and providing the leadership necessary for a successful nonprofit organization.

- All Board members are considered ambassadors of the organization and should be enthusiastic about the vision and mission of the Alaska Center Education Fund.

Time Commitment

The full Board typically meets virtually ten times a year. Directors are expected to participate in at least 80% of these meetings and two in-person events: our spring Auction and celebration and a fall weekend retreat. Each member is also expected to serve on two committees that meet monthly or quarterly, depending on their activities and responsibilities. In addition to meetings, board members are encouraged to participate in periodic community events or webinars.

Term: Able to serve a 3-year term.

Qualifications

- Commitment to The Alaska Center Education Fund's vision, mission, and strategic goals.
- Ability and willingness to collaborate with other Directors and, when necessary, staff.
- Ability to prioritize organizational priorities and needs over regional/local interests.
- Willingness to apply life and lived experiences, knowledge, and skills to the priorities of AKCEF, and the primary Board functions (fundraising, finance, legal, and operations).
- Background and/or commitment to racial justice, equity, and inclusion (RJEI) as it pertains to Board priorities and objectives.

To Apply

Please email a resume/bio, cover letter, and two references to Carly@akcenter.org stating:

- Why you would like to serve on the Board of Directors
- Your experience with racial justice, equity, and inclusion processes
- Your experience with youth programs, clean energy and climate solutions, sustaining Alaska's wild habitat, or working to build a strong democracy.

We are committed to supporting, centering, and working with Black, Indigenous, People of Color, working-class and socioeconomically disadvantaged people, women, LGBTQIA2+ people, and people with disabilities in addressing the many crises that impact us. We encourage people with these identities or other community members to apply.