

Alaska Mental Health Trust Land Office
Executive Director
Position Description

Overview

The Executive Director (ED) provides leadership and direction concerning the protection and revenue production performance of the Alaska Mental Health Trust noncash assets through resource development and other means. The ED manages approximately 1 million acres of Trust land and resources with fiduciary responsibility to the Trust. The ED works closely with the Chief Executive Officer (CEO) and the Board of Trustees and has prime responsibility for the formulation of significant policy recommendations and their presentation to the Board. In addition, the ED carries out direction from the CEO and Board by establishing policies, goals and objectives, desired yields, risk preferences, diversification and asset allocation and utilization. The ED manages financial, administrative, and operational functions, is accountable for the successful conduct of managerial decisions, revenue generation strategies, accounting, control, and administrative support activities; and serves as the principal spokesperson for the TLO. The ED coordinates with Department of Natural Resource management team as necessary. Some travel is required.

Reports to: Chief Executive Officer at the Alaska Mental Health Trust Authority, and the Deputy Commissioner at the Department of Natural Resources

Direct Reports: Deputy Director, Chief Administrative Officer

Essential duties and responsibilities

- Actively seeks new opportunities to create value for the Trust through acquisition of investments, development of asset base, resource development, partnership opportunities, and appropriate use of authorizations.
- Consistent with Trust interests, ensures that trust authorization and decision processes are conducted efficiently, in a way that makes Trust land interests conducive for business and development.
- Makes decisions about all proposed uses of fixed assets.
- Stewardship of Trust assets.
- Plans, manages and directs administrative, financial and operational functions including care and custody of all fixed assets inclusive of land, resources, and real property.
- Provides organizational leadership by establishing short term and long-range goals; formulates strategic plans to ensure attainment and evaluates results regularly and systematically to report to the Board.
- Develops and recommends to the Board policies related to management, personnel, policies and salary and benefit administration. Oversees implementation.
- Directs the activities of senior management, professional and support staff including delegating authority, assigning and reviewing work; providing guidance and assistance; evaluating performance and making hiring and termination decisions.
- Directs preparation and makes recommendations for the approval of the annual budget by analyzing future needs, estimating resource requirements and making determinations as to appropriate allocation of resources.

- Represents the organization to the Governor, Legislature, public and investment community by discussing issues of mutual concern, coordination of efforts and/or ensuring the Trust's best interest is being served.
- Develops, maintains and facilitates working relationships with the resource development community, commercial real estate community, consultants and other public and governmental agencies.
- Signs all contracts, deeds and other legal instruments of the TLO.
- Serves as Manager of all subsidiaries.
- Performs other duties of a similar nature or level.

Minimum Qualifications

- Bachelor's degree.
- 10 years of progressively responsible experience in corporate management, land management, commercial real estate, real estate development, operational financial management, project management or related areas.

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