



9. Develop an annual report of NPRB activities for Board approval; oversee, in conjunction with the ASLC HR manager, performance appraisal of NPRB staff; submit to the ExComm an annual performance report for this position and meet annually to agree on personal business goals and priorities for the year ahead.
10. Represent the Board at appropriate public, professional, and scientific meetings and symposia.
11. Ensure compliance with applicable laws and regulations and work with the Fiscal Agent for the NPRB (the Alaska SeaLife Center) to ensure compliance with all Federal, State and local regulations pertaining to NPRB operations; comply with all NPRB policies, procedures, and programs and all ASLC financial agent requirements relating to human resources, fiscal management, risk management, etc.
12. Performs other related duties as assigned from time to time by the Executive Committee of NPRB.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills and Qualifications:**

- A postgraduate in a field related to science, business, law, administration, fisheries or environmental research
- At least 10 years experience at a senior level in research and/or organizational management
- A record of accomplishment with a particular emphasis on managing multidisciplinary research that has a management application
- Solid understanding of issues relating to the North Pacific ecosystem
- Current knowledge of key government and academic institutions and partners in marine science and management, including fisheries, oil and gas, tourism and other marine industry organizations
- Must have a business and financial acumen with prior business/financial management responsibilities.
- A collaborator and consensus-builder; ability to work effectively and balance multiple constituencies and priorities.
- Excellent communication skills – must be able to communicate effectively to multiple audiences.
- Leader and facilitator – ability to motivate, influence, and develop capacity in others to create conditions that elicit passion, commitment, and best in class work that build the reputation of an organization.
- Be politically savvy and emotionally intelligent; able to work with sensitive information and diverse stakeholders, alert to opportunities, be innovative, entrepreneurial, and take on new challenges in a manner that supports and reinforces the priorities of the Board.
- Be of the highest levels of character and ethical behavior.

**Applications:**

Candidates should submit a letter of application, curriculum vitae, and a two-page summary of their philosophy on guiding collaborative research. Please send paper and electronic versions of these documents with contact information for four references to:

Cindy L. Ecklund  
Senior Human Resource Manager  
Alaska SeaLife Center  
PO Box 1329  
Seward, AK 99664-1837  
[cindy\\_ecklund@alaskasealife.org](mailto:cindy_ecklund@alaskasealife.org)

Applications will be accepted until August 30, 2010 and review of applications will take place in September with an anticipated start date of January 1, 2011.

NPRB is committed to affirmative action, equal opportunity and the diversity of its workforce.