



## Bering Sea Elders Group

**Job Title:** Executive Director  
**Employer:** Bering Sea Elders Group  
**Location:** Alaska  
**Wage:** Competitive salary based on experience

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**Organizational Background:** The Bering Sea Elders Group (BSEG) is an organization of 38 federally recognized Tribes residing within the Bering Sea region. BSEG's mission is to speak and work together as one voice to protect and respect our traditional ways of life, the ocean web of life that supports the resources we rely on, and our children's future.

**Scope of Work / Job Duties:** The Executive Director shall be the chief executive officer of BSEG and shall be responsible for the administration and development of all programs and activities of BSEG, including:

- Direct and manage staff, BSEG projects, and ensure ongoing reporting to the Executive Committee.
- Coordinate and oversee all fundraising, including grant-writing and grant reporting.
- Oversee and manage BSEG budget.
- Maintain ongoing communications with BSEG Member Tribes and BSEG Elder Representatives.
- Other duties as required by the BSEG Executive Committee.

**Position Requirements:**

- Minimum three years of professional experience.
- Experience living or working in rural Alaska.
- Experience administrating or managing a tribal or non-governmental organization and/or demonstrated project management experience.
- Demonstrated successful fundraising and grant-writing experience.
- Excellent communication skills and ability to respond to emails and phone calls on a daily basis.
- Experience developing and maintaining cross cultural relationships with partners and/or stakeholders, including working with Indigenous communities and alongside Indigenous knowledge systems.

**To apply, please submit the following documents to the BSEG Executive Committee at [director@beringsealders.org](mailto:director@beringsealders.org):**

- A cover letter that explains your interest in the position and your qualifications.
- A complete resume.
- The names and contact information for three references.

Applications will be considered on a rolling basis. Apply immediately for best consideration.