



3443 Minnesota Drive, Anchorage, Alaska 99503 | Phone (907) 276-1149 · Fax (907) 274-1946 | www.aktrucks.org

“The authoritative voice of the trucking industry in Alaska”

Alaska Trucking Association - Executive Director

JOB DESCRIPTION

Serve as Chief Executive Officer responsible for all affairs of the Association.

Maintain effective advocacy relationships with federal and state regulatory bodies, allied associations, vendors and other organizations, both public and private to see that the position of the Association and its members are enhanced in accordance with the policies and objectives of the organization.

Maintain contact with the American Trucking Association and with the affiliates of the ATA. to ensure communication, coordination and cooperation to further the objectives of the trucking industry.

Manage the several events throughout the year.

Plan, organize, direct, and coordinate the day-to-day administration of the staff, programs and activities of the Association to assure that objectives are attained, plans are fulfilled, and member needs are met.

Plan, organize and direct membership promotion and retention programs, evaluate results, recommend policies, procedures, and action to achieve membership goals. Assure that the Board of Directors and Officers are kept fully apprised on the condition and operation of the Association and on all important factors that may influence the Association.

Plan, formulate and recommend for the approval of the Board of Directors basic policies and programs which will further the objectives of the Association. In cooperation with appropriate committees develop and recommend upon approval, an annual budget to insure all funds, assets and other property of the Association are appropriately safeguarded and administered.

Plan, prepare and promote interest and active participation in all Association activities on the part of the membership and report activities of the Association through the communications media of the Association.

Plan, coordinate and conduct a public relations program to enhance public acceptance and awareness of the Association and the industry.

Plan and execute all communications to the general membership, including newsletters, general mailings, e-mails, announcements, news releases, social media, etc.

Identify and present problems of the many segments of the industry to appropriate association committees and the Board of Directors for policy development.

Recruit, hire, train and motivate Association staff and personnel to obtain maximum utilization and performance.

Perform such other duties as may be directed by the ATA Board President.

March 1, 2019



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Specific Duties and Responsibilities

- Communicate, testify and engage in lobby activities with state, local and federal legislative and executive branch governmental organizations.
- Execute the policies established by the Board to advance the interests of the trucking industry;
- Manage, motivate and direct the association staff;
- Lead ATA’s political and advocacy agenda;
- Enhance ATA’s value to its members (ROI);
- Lead a strategic planning process that positions ATA to effectively deal with emerging and changing trends and needs of the industry;
- Create an agenda that attracts and sustains membership involvement;
- Strive to achieve unity within the membership on key issues affecting the industry; and
- Build and direct results-oriented efforts that deliver specific results in the legislative and regulatory arenas.

Necessary Skills and Abilities

- Superior communication skills, both written and oral;
- Leadership experience, preferably in the trade association or industry sector.
- An understanding of the procedures, rights, and liabilities of non-profit organizations. A Certified Association Executive (CAE) designation from the American Society of Association Executives is desired;
- Demonstrated ability to plan strategically and think tactically; experienced in strategic planning in cooperation with a governing board preferred;
- Experienced in governmental and regulatory affairs;
- Demonstrated skills in managing and motivating staff;
- Proven track record of budgetary and fiscal management; and
- Proven ability to develop and strengthen relationships with multiple constituencies.

Salary: Commensurate with experience and skills.

Additional Information:

- This is an at will position serving at the pleasure of the Board of Director’s and will report to the elected President of the Board.
- There will be no moving or relocation expense allowances.
- Tentative start date: July 1, 2019
- This recruitment will remain open until the position is filled.
- We are an equal opportunity employer.

March 1, 2019