

**Position Title**

Executive Director

**Reports To**

Board of Directors

**Work Location**

Fairbanks, Alaska

**About The Folk School**

The Folk School in Fairbanks, Alaska, is dedicated to providing experiential learning in traditional and contemporary crafts, outdoor skills, and homesteading skills. We focus on community, sustainability, and lifelong learning, offering hands-on classes and programs that engage individuals of all ages and skill levels. Our mission is to perpetuate the joy of hands-on learning, connecting individuals to Alaska's natural environment and cultural heritage.

**Position Overview**

The Executive Director (ED) serves as the chief administrative officer of The Folk School, overseeing strategic direction, operations, finances, and community relations. The ED reports to the Board of Directors and will work collaboratively with staff, instructors, volunteers, and the community to achieve the mission, sustain growth, and expand impact. The ideal candidate will possess a passion for lifelong learning, community-building, folk education, and environmental stewardship. This position is approximately 30 hours per week.

**Key Responsibilities****Leadership & Strategy**

- Guide the organization in alignment with The Folk School's mission and vision, fostering an inclusive community.
- Collaborate with the Board of Directors to develop and implement strategic initiatives for long-term growth and sustainability.
- Inspire and motivate staff, instructors, volunteers, and participants to build a vibrant, mission-driven organization.

**Program Development****1. Increase Folk School Program Offerings**

- Develop and enhance programming for children and adults, ensuring smooth operations with support for instructors, students, and parents.
- Recruit new and existing instructors, guiding them through the application process and class content development.

- Support programs such "Week in the Woods" with logistics, planning, and promotion.
  - Develop and encourage partnerships with community organizations to create new programming and expand the reach of our educational activities.
- 2. Expand Student Participation**
- Seek new partnerships and connections while employing targeted advertising to increase student numbers and diversity.
  - Actively promote The Folk School through media outreach and promotional material creation.
  - Organize and run seasonal and special events, representing The Folk School at community functions.

### **Fundraising**

- Collaborate with the Board of Directors on fundraising efforts, including appeals and online campaigns.
- Organize fundraising events within the Fairbanks community and maintain relationships with donors and funding organizations.
- Seek out and write grants aligned with The Folk School's goals, and manage awarded funds.

### **Board Engagement**

- Assist the Board of Directors in maintaining the vision of The Folk School, preparing monthly reports, and attending meetings.
- Serve as a resource to the board, ensuring informed policy decisions and keeping them informed of significant issues.

### **Staff Supervision**

- Supervise and recruit program staff, fellows, and interns, fostering professional growth and collaboration.
- Partner with the Operations Director to advance The Folk School's mission.

### **Community Involvement**

- Engage in the broader Folk School community through participation in the Folk School Alliance and other relevant networks.

### **Other Duties**

- Participate in our regular Board meetings and maintain collaborative communication with staff and board members.
- Assist with business development and community outreach.
- Assist with/ arrange building maintenance, classroom and event setup, and cleaning.

## **Qualifications & Technical Competencies**

### **Education & Experience**

- Preference of 5 years experience in a directorial role or similar capacity.
- A post-secondary degree in a related field is preferred.
- Experience in the nonprofit sector preferred, especially in the area of arts and culture.

### **Skills & Abilities**

- Office Software, Google suite, relevant data entry software.
- Strong communication skills, both written and verbal, with the ability to convey information clearly.
- Familiarity with graphics applications; Adobe and Canva.

### **Work Environment**

- Work is performed in office, workshop, and classroom settings, both indoors and outdoors, with frequent interactions with students, teachers, and the community.
- Work often takes place in various locations around Fairbanks, and frequently requires availability during evenings and weekends.

### **Physical Requirements**

- Ability to lift or push up to 50 pounds.
- Capacity for long periods of standing, sitting, typing, and reviewing reports/data.
- Physical activities may include pushing, pulling, lifting objects, and transitioning between sitting and standing.
- Ability to navigate stairs, trails and woodland environments.

### **Compensation and Benefits (30 hours per week)**

52k-62k annually DOE, health care stipend, professional development support, 5 paid holidays annually, and approved travel expense reimbursement. Opportunity to work in a creative, upbeat environment with flexible scheduling.

### **Application Process**

Interested candidates should submit a resume, cover letter, and three professional references. Applications will be accepted until the position is filled, and will be reviewed starting November 29, 2024.

**The Folk School is an equal-opportunity employer and encourages candidates from diverse backgrounds to apply.**