

Position Description

Executive Director Arctic Research Consortium of the United States (ARCUS)

The Arctic Research Consortium of the U.S. (ARCUS), representing the broad arctic science community, provides leadership in science planning, education, and information and outreach to advance understanding of the Arctic, in collaboration with relevant agencies, organizations, and other stakeholders. ARCUS is a consortium of universities and institutions that have a substantial commitment to arctic research and education. The purpose of ARCUS is to advance knowledge and understanding of the Arctic by:

- Serving as a forum for planning, facilitating, coordinating, and implementing disciplinary and interdisciplinary studies of the Arctic;
- Synthesizing and disseminating information on arctic research;
- Informing scientists and the public on current research in the Arctic, as well as needs of and opportunities for that research; and
- Facilitating arctic-related science education in schools at all levels and encouraging student involvement in arctic research activities.

ARCUS is a nonprofit corporation of international scope and membership based in Fairbanks, Alaska. ARCUS identifies and responds to important emerging issues in arctic science and education. Specific activities include: facilitating science initiatives, convening scientific meetings, and developing reports with recommendations for arctic science and education. ARCUS also manages arctic science education activities and provides information infrastructure and outreach. ARCUS is funded through cooperative agreements, contracts, and grants with federal agencies and other entities, as well as member dues. More information about ARCUS can be found at <http://www.arcus.org>.

Primary Roles of the Executive Director:

- To provide leadership, oversight, management, administration, and supervision to the operations of ARCUS.
- To assure that ARCUS is prepared and equipped to lead strategic planning for arctic research programs.
- To assure that ARCUS provides effective service to the arctic research and education community by implementing a network of programs and activities.

Major Responsibilities:

The Executive Director (ED) is responsible for the operation of ARCUS and implementation of its mission, through interpretation and application of policies formulated by the Board of Directors. The ED advises the Board of Directors, working collaboratively to determine programmatic needs and priorities. The ED ensures that a robust network of programs and services are offered by ARCUS to meet the needs of arctic research and education.

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Duties:

I. Policy:

- Assist the Board of Directors in formulating policies, objectives, strategies, and programs to accomplish ARCUS' goals.
- Implement the mission of ARCUS in compliance with federal and state law, and the Articles of Incorporation and the by-laws of the Corporation.

II. Advocacy and Leadership:

- Serve as a main point of contact and spokesperson for ARCUS.
- Promote the interests of member institutions, arctic researchers, and arctic science educators.
- Articulate arctic research and education needs to government and agency officials and to other stakeholders.
- Work closely with the Board of Directors to secure the necessary resources to pursue ARCUS' goals.
- With the Board of Directors, develop annual and strategic plans that ensure a forward-thinking organizational culture.

III. Administration, Management, and Program Development:

- Maintain managerial and administrative excellence.
- Maintain effective communication with the Board, member institutions, and other partners in the arctic research and education community.
- Administer the business operations of ARCUS, including the development and oversight of annual budgets.
- Manage the day-to-day operations of ARCUS, including human resources, facilities, etc.
- Manage, implement, and evaluate ARCUS programs.
- Organize and execute meetings and workshops, including the Annual Meeting.
- Ensure that appropriate administrative support is available to the Board of Directors.

IV. Information and Outreach:

- Oversee information dissemination, including communications to and among the diverse arctic research and education communities, steering committees, ARCUS member institutions, the Board of Directors, funding agencies, relevant arctic organizations, and other stakeholders, as appropriate.
- Utilize and support the most effective technologies for information sharing for the international and dispersed arctic science and education communities.

ARCUS is an Equal Opportunity Employer
<http://www.arcus.org>