



## POSITION DESCRIPTION

**POSITION TITLE:** President  
**REPORTS TO:** PSPA Chairperson (on behalf of Board of Directors)  
**FLSA STATUS:** Exempt  
**SALARY:** \$200,000-260,000  
**LOCATION:** Anchorage, Juneau, or Seattle Area  
**REVISED:** April 2023

### Organization Overview

Pacific Seafood Processors Association (PSPA) is a nonprofit trade association representing seafood processing companies in the policy, regulatory, and legislative arenas since 1914. PSPA is dedicated to supporting and advocating for the Alaska seafood industry and the sustainable use of fishery resources. The organization serves as a respected, consolidated voice of the seafood processing industry in Alaska and the Pacific Northwest. We focus on federal and state fisheries management and sustainability, access to seafood markets and consumers, seafood tracing and labeling systems, tax and trade, labor and workforce management, and environmental regulation. PSPA is a valuable resource for expertise on issues that impact our members, commercial fisheries, the seafood industry, and the communities in which we operate.

### Overview of Responsibilities

The President is the executive responsible for the overall operations. The position serves as a spokesperson and the organization's chief administrative officer. The President has the full authority and responsibility of managing the daily affairs of PSPA, its offices, and all programs as approved by the Board of Directors. The President serves as a non-voting *ex officio* member of the Board of Directors, and on all standing and ad-hoc committees of the organization.

The President must develop and maintain a high-level of knowledge and understanding of the seafood industry in Alaska and the Pacific Northwest, including its history and forward-looking priorities, by building and maintaining excellent relationships with industry, regulatory agency staffs, elected government officials, and community, conservation, academic, and other stakeholder leaders.

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[www.pspafish.net](http://www.pspafish.net)

#### **ANCHORAGE**

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907 223 1648

#### **JUNEAU**

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Suite 200  
Juneau, AK 99801  
907 586 6366

#### **SEATTLE**

1900 W. Emerson Place  
Suite 205  
Seattle, WA 98119  
206 281 1667

#### **WASHINGTON DC**

20 F Street NW  
Floor 7  
Washington, DC 20001  
202 431 7220

## **Key Responsibilities/Essential Functions**

The major responsibilities of this position include, but are not limited to:

### **Strategic Management**

The President serves as the principal resource to the Board of Directors and its key committees (standing and ad-hoc) and provides strong direction in the organization's governance policies and interpretation. Partners with the Board of Directors and the Senior Leadership team to craft organizational goals and develops positions and strategies to ensure achievement. Such regular duties include –

- Monitor and engage with legislative activity at local, regional, state (Alaska and sometimes Washington), and federal levels (may be required to register as a lobbyist or as an employer of lobbyists).
- Determine when and if to be responsive to media inquiries and when to proactively engage media. Proficiently and persuasively interface with media, speak publicly on behalf of PSPA. Possess or develop effective social media skills.
- Represent the organization on sustainability issues through non-governmental organization seafood certification program governance and related associations or collaborations.

### **Organization Management**

President is accountable for leading a high-performing team, ensuring alignment and collaboration to achieve organizational results. President maintains accountability for the operational and fiscal integrity of the organization within the policies as set by the Board of Directors. President assesses organizational capacity to implement strategies and identify gaps in systems, directly supervises staff and establishes individual goals. Manages organizational spending, monitors budget compliance, and mitigates financial risks. Such regular duties include –

- Plan, strategize, and lead or direct implementation of proactive member and community communications and education initiatives.
- Participate in, appear before, and oversee staff interaction with city, borough, state and federal regulatory agencies, legislative bodies, boards, commissions, and other groups to represent and advocate for the membership.
- Participate in and execute strategies as articulated or endorsed by the Board of Directors
- Administer all business of the Board of Directors, including implementing efficient and accurate systems that support optimum decision-making, budgeting, and reporting.
- Manage the financial integrity of the organization (budget of \$1.5 to \$2M)
- Exhibit management agility, the ability to manage staff and a diverse board.
- Recommend staffing and financing to the Board of Directors. In accordance with Board action, recruit personnel, negotiate and manage professional contracts, and ensure appropriate salary and benefits structures are developed and maintained.

- Recruit, motivate, lead, manage, and retain the staff necessary to support and achieve the organization's goals. Ensure all staff are provided the support and tools necessary to perform required duties. Supports staff efforts and growth potential. Administer personnel policies and employment benefits.
- Identifies and effectively addresses problems and opportunities; brings those which are appropriate to the Board and/or its committees; and facilitates discussion and deliberation in pursuit of most effective plan of action.
- Oversees external lobbyists and contractors as necessary.
- Plans and coordinates Board meetings and committee (standing and ad-hoc) meetings.

### **Resource Development**

The President is charged to foster professional relationships with other industry associations, businesses, academic institutions, political leaders, service providers, media outlets, public and governmental agencies in efforts to cultivate the mission, goals, and objectives of the organization. The President promotes a culture of awareness and action which includes managing effective member services, identifying potential future membership opportunities, and recruiting potential membership to the organization.

### **Community Impact**

The President must remain apprised and aware of fishery and political issues of interest to the organization's members and support business partners and to disseminate such information as appropriate. The President strategically and thoughtfully works with other companies and trade associations to address issues, problems, and opportunities as necessary. The President, or appropriate staff, builds relationships with leaders of seafood processing communities and represents the organization as a volunteer on partnership boards such as SeaShare, Alaska Fisheries Development Foundation, Alaska SeaLife Center, Resource Development Council, Southwest and Southeast Municipal Conferences, and/or any additional boards as determined important.

### **Experience/Position Requirements**

- Substantial interest or experience and knowledge of the seafood industry in Alaska and the Pacific Northwest
- Extensive senior strategic leadership experience in the management of organizations of comparable size and mission
- Expertise on issues relevant to the organization
- Demonstrated ability to earn the confidence and respect of diverse stakeholders
- A demonstrated track record of action-oriented influence with key decision-makers
- Experience in and across multiple sectors, including industry, corporate, non-profit, regulatory, and government environments
- Experience in developing partnerships, building teams, and effective conflict management
- Experience in budget development and management
- High level of intelligence and intellectual curiosity, and possess a desire to explore new ideas and innovative approaches to problem-solving

The President must also possess long-term perspective, integrity, a strong sense of accountability, the practical ability to get things done; wisdom and good judgment; a thoughtful and compassionate approach to management; adaptability in a dramatic and ever-changing environment; excellent verbal and written communication skills; a high energy-level, and a sense of humor.

### **Education Background**

Ideally, the President will have, at a minimum, an undergraduate degree in business management, political science, and/or natural resource management and seven to ten years' experience in senior strategic leadership, or a combination of training, education, and experience equivalent to the education and experience requirements.

### **Work Environment**

Under normal conditions, work is in an office setting. However, this position requires travel. Often the work environment includes the ability to work while traveling. At times, the President conducts and participates in meetings and networking outside of normal business hours and on the weekends.

### **Core Competencies Required for the Position**

- **Mission-Focused:** A passion for the mission of the organization that encourages Board, staff, and other stakeholders to pursue the best outcomes.
- **Brand-Steward:** Promotes and protects the integrity of the organization.
- **Visionary:** Confronts complex realities of the environment and simultaneously maintains vision for a healthy future. Understands the dynamics of local, regional, and national environments and consistently promotes forward-thinking action.
- **Business Acumen:** Possesses a high-level of broad business and management skills.
- **Network-Oriented:** Values the power of networks; strives to leverage PSPA's mission; understands roles and contributions of Board, staff, and stakeholders; and able to mobilize resources through meaningful engagement.
- **Results-Driven:** Dedicated to measurable goals for the organization, leveraging strategies for effective and efficient outcomes.

For further information contact Mark JoHahnson at 206-399-1998 and/or submit a resume to [admin@pspafish.net](mailto:admin@pspafish.net).