

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-01

President & Chief Executive Officer

JD NUMBER	JD-EMK-01
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	Board of Directors
LOCATION	Emmonak, AK (on-site preferred) — Phoenix, AZ remote accommodation permitted with Board of Directors approval where a qualified candidate cannot be sourced locally
SUPERVISES	Vice President of Operations · Senior Accounts Manager · Corporate Executive Coordinator
DEPARTMENT	Executive

POSITION SUMMARY

The President & Chief Executive Officer (CEO) serves as the highest-ranking executive of Emmonak Corporation, an Alaska Native village corporation (ANC) headquartered in Emmonak, AK. The CEO is accountable to the Board of Directors for the strategic direction, financial health, and cultural integrity of the corporation and all wholly owned subsidiaries, including Emmonak Taluyaq, LLC, Field Calibrations, Inc., and Cingilek Precision. The CEO ensures that shareholder value is preserved and grown in alignment with the corporation's ANCSA obligations and 8(a) development strategy. This leader champions the corporation's Alaska Native heritage while pursuing federal contract opportunities under the Buy Indian Act and SBA 8(a) program.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide strategic leadership and vision to Emmonak Corporation and all subsidiaries; develop and execute multi-year business plans approved by the Board.
- Serve as primary liaison to the Board of Directors; prepare board meeting materials, report on financial and operational performance, and implement board directives.
- Oversee the corporation's SBA 8(a) business development program, Buy Indian Act contracting pursuits, and federal prime and subcontracting pipeline.
- Direct the Senior Accounts Manager and VP Operations to ensure fiscal discipline, operating efficiency, and compliance with all federal, state, and tribal regulations.
- Represent Emmonak Corporation in shareholder meetings, tribal government relations, and inter-ANC partnerships.
- Champion ANCSA Section 7(i) obligations and shareholder hiring preference in all employment decisions.
- Evaluate and approve major capital investments, joint ventures, acquisitions, and strategic partnerships.

- Maintain relationships with key federal agency partners (DoD, DOI, BIA, USDA) and prime contractors.
- Ensure the corporation upholds Alaska Native cultural values and community investment commitments.
- Drive subsidiary integration and holding-company governance through Emmonak Taluyaq, LLC.
- Lead executive-level crisis management, regulatory response, and government affairs activities.
- Report annually to shareholders on corporate performance, dividend policy, and long-term strategic outlook.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Finance, Public Administration, or a closely related field (Master's preferred).
- Ten (10) or more years of progressive leadership experience, including at least five (5) years in an executive or senior management role.
- Demonstrated experience managing an Alaska Native Corporation, tribal enterprise, or federal 8(a) contractor.
- Familiarity with ANCSA, SBA 8(a) program requirements, Buy Indian Act, and federal procurement regulations (FAR/DFARS).
- Proven track record of P&L; ownership, board-level governance, and strategic planning.
- Strong interpersonal and communication skills; ability to represent the corporation publicly and before federal agencies.

PREFERRED QUALIFICATIONS

- Alaska Native descent or lived experience with ANC communities in rural Alaska.
- MBA or Juris Doctor (JD) degree.
- Prior service on an ANC board of directors or shareholder committee.
- Experience with Department of Defense contracting or energy/fuel logistics in remote environments.
- Bilingual proficiency in Yup'ik and English.
- Familiarity with QuickBooks Online financial reporting at the board-review level.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these

screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary office environment. Must be able to travel to Emmonak, AK (remote bush location accessible by small aircraft or boat) multiple times per year, including in adverse winter conditions. Ability to sit for extended periods during board meetings and travel.
Work environment	Primary duty station is the Emmonak, AK corporate office. Board-approved Phoenix, AZ remote accommodation may be granted only where a qualified candidate cannot be sourced locally. Regular on-site presence in Emmonak is expected regardless of accommodation.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date