

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-28

Chief Executive Officer

JD NUMBER	JD-EMK-28
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	Board of Directors
WORKS WITH	President (JD-EMK-01)
LOCATION	Emmonak, AK · onsite
SUPERVISES	Chief Operating Officer · Chief Financial Officer · Corporate Executive Coordinator
DEPARTMENT	Executive

POSITION SUMMARY

The Chief Executive Officer is the senior executive responsible for the management, performance, and growth of Emmonak Corporation and its wholly owned subsidiaries, including Field Calibrations, Inc. The Chief Executive Officer turns the strategy approved by the Board of Directors into results, leads the executive team, and is accountable for the financial health of the Corporation, the quality of its operations, and the long-term value it creates for shareholders. The Chief Executive Officer works alongside the President, who remains a Board-appointed officer, under a division of responsibilities set by Board resolution. The position carries the Corporation's commitment to its ANCSA obligations, its Yup'ik heritage, and the community of Emmonak into every decision.

OFFICE & BOARD AUTHORITY

- **Appointment.** The Chief Executive Officer is appointed by and serves at the pleasure of the Board of Directors under the Corporation's Restated Bylaws.
- **Division with the President.** The Board defines by resolution, at the time of appointment, which executive responsibilities rest with the Chief Executive Officer and which remain with the President. Until this position is filled, those responsibilities remain with the President & CEO (JD-EMK-01).
- **Limits.** The Chief Executive Officer does not exercise authority reserved to the Board of Directors or the shareholders. Signing, spending, and contracting authority are set by Board resolution.
- **Accountability.** The Chief Executive Officer reports to the full Board at each regular meeting and through the Board Chair between meetings.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and execute the multi-year strategic plan and annual operating plan approved by the Board of Directors.
- Lead the Chief Operating Officer, Chief Financial Officer, and Corporate Executive Coordinator, and set clear goals, accountability, and succession plans for the executive team.
- Direct the performance of every operating unit and subsidiary, including the Tank Farm, the Store, Asset Rentals, and Field Calibrations, Inc., through their responsible executives.
- Prepare and present executive reports, financial results, and recommendations to the Board, and carry out Board directives fully and on time.
- Lead the Corporation's SBA 8(a) business development, Buy Indian Act contracting, and federal prime and subcontracting pipeline.
- Evaluate and recommend major capital investments, acquisitions, joint ventures, and strategic partnerships for Board approval.
- Represent Emmonak Corporation with federal and state agencies, the tribal government, regional organizations, other Alaska Native corporations, lenders, and business partners.
- Uphold strong internal controls, regulatory compliance, risk management, and ethical conduct across the Corporation.
- Champion shareholder hiring preference, workforce development, and leadership growth for shareholders and descendants.
- Communicate with shareholders on corporate performance and outlook at annual meetings and as directed by the Board.
- Lead executive crisis management and emergency response, and keep the Board informed of significant events.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Finance, Public Administration, or a closely related field. Master's degree preferred.
- Ten (10) or more years of progressive leadership experience, including at least five (5) years in an executive role with full profit-and-loss responsibility.
- Demonstrated experience leading an Alaska Native corporation, tribal enterprise, holding company, or federal 8(a) contractor.
- Working knowledge of ANCSA, SBA 8(a) program requirements, the Buy Indian Act, and federal procurement regulations.
- Proven record of board-level governance, strategic planning, and building accountable leadership teams.
- Strong communication skills and the ability to represent the Corporation publicly and before government agencies.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or lived experience in rural Alaska communities.
- MBA or Juris Doctor degree.
- Experience with fuel distribution, village retail, or remote logistics operations.
- Experience overseeing a subsidiary in a regulated or technical industry.
- Bilingual proficiency in Yup'ik and English.

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 office-based. Must be able to travel within the Yukon-Kuskokwim Delta and to Anchorage by small aircraft and boat, including in adverse winter conditions, and sit for extended periods during Board meetings and travel. Must be able to move safely through the Tank Farm and Store during site visits, wearing required PPE on the Tank Farm.
Work environment	Primary duty station is the Emmonak, AK corporate office, with regular travel for Board meetings, agency engagement, and subsidiary oversight. Extended hours are expected around Board meetings and significant events.

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).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature

Date

Printed name