

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-31

President

JD NUMBER	JD-EMK-31
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	Board of Directors
WORKS WITH	Chief Executive Officer (JD-EMK-28)
LOCATION	Emmonak, AK · onsite
SUPERVISES	Corporate Executive Coordinator · other positions as assigned by Board resolution
DEPARTMENT	Executive

POSITION SUMMARY

The President is a senior corporate officer of Emmonak Corporation, appointed by the Board of Directors and responsible for the governance, shareholder, land, and community responsibilities of the Corporation. The President is the principal link between the Board, the shareholders, and the executive team. The President safeguards the Corporation's ANCSA obligations, corporate records, and land estate, and represents Emmonak Corporation to the community, the tribal government, and regional and statewide Alaska Native organizations. The President works alongside the Chief Executive Officer, who leads business performance and operations, under a division of responsibilities set by Board resolution.

OFFICE & BOARD AUTHORITY

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

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the Board's principal executive liaison, coordinate Board meeting packets, resolutions, and follow-up, and track Board directives to completion.
- Oversee shareholder relations, shareholder records custody, annual meeting preparation, elections, and shareholder communications in line with the Corporation's bylaws and Alaska corporate law.
- Steward the Corporation's land estate, including land-use policy, easements, leases, permits, and trespass matters, in coordination with legal counsel and the Board.
- Maintain the Corporation's governing documents, corporate records, and state filings through the Corporate Executive Coordinator.
- Represent Emmonak Corporation with the tribal government, the City, regional and statewide Alaska Native organizations, and community partners.
- Lead the Corporation's cultural, community investment, and shareholder development commitments, including scholarships and shareholder hiring preference.
- Work with the Chief Executive Officer to align business strategy with governance, shareholder, and land priorities.
- Lead Board orientation, director training, and governance policy development as directed by the Board.
- Coordinate with legal counsel on governance, ANCSA, and shareholder matters.
- Report to shareholders on governance, land, and community matters at annual meetings and as directed by the Board.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Law, or a related field, or equivalent executive experience.
- Eight (8) or more years of progressive leadership experience, including at least three (3) years at the senior or executive level.
- Working knowledge of ANCSA, Alaska Native corporation governance, and Alaska corporate law.
- Demonstrated experience working with a board of directors, shareholders, or tribal and community governments.
- Strong written and verbal communication skills and the ability to represent the Corporation publicly.
- Ability to protect confidential shareholder, Board, and corporate information.
- 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.
- Juris Doctor or MPA degree.
- Experience with ANCSA land management, easements, or 14(c) reconveyance matters.
- Prior service on an Alaska Native corporation, tribal, or nonprofit board.
- 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, regional organizations, and land matters. Extended hours are expected around Board meetings, annual meetings, and elections.

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