



Position Description

Position Title: Sustainable Southeast Partnership Director

Reports to: Spruce Root Deputy Director

FLSA Status: Exempt

Location: Juneau, AK or remote Southeast Alaska

Salary: \$90,000 starting salary, DOE

Deadline to Apply: A first-round review of applications will be conducted after March 9, 2026 and on a rolling basis thereafter. The position will remain open until filled.

About Spruce Root

Spruce Root, Inc. is a 501(c)(3) non-profit Community Development Financial Institution (CDFI) creating a sustainable future for Southeast Alaska's people, communities and environment. We are shifting the paradigms of power to support localized economies grounded in Indigenous values and ways of living. Spruce Root is a team of ambitious people dedicated to a new way of working in our region; working collaboratively with others, prioritizing family and well-being, and honoring our ancestors while building for the future. As a federally-certified Native CDFI, Spruce Root works to create positive change and equitable access to economic development through financial products and services to individuals in Southeast Alaska. Other programs include Path to Prosperity, Resilience Circles, workforce development, financial wellness, community planning and facilitation, and the administration of the Sustainable Southeast Partnership (SSP) and the Seacoast Trust.

About the Sustainable Southeast Partnership

The Sustainable Southeast Partnership (SSP) is a dynamic collective uniting diverse skills and perspectives to strengthen cultural, ecological, and economic resilience across Southeast Alaska. Our network includes Tribal governments, community-minded organizations, local businesses, native corporations and entities, culture bearers, educators, state and federal agencies, storytellers and more. We envision self-determined and connected communities where Southeast Indigenous values continue to inspire society, shape our relationships, and ensure that each generation thrives on healthy lands and waters.

Our collective impact network model is based on commitment across organizations and individuals to a common agenda, shared infrastructure, continuous communication, mutually reinforcing activities, and a shared measurement framework. The Sustainable Southeast Partnership is leaning into the future to find pathways for development that bring together traditional Alaska Native values with a pursuit of sustainability as the region moves into the next chapter facing rapidly changing global environmental and



economic conditions. Spruce Root serves as the administrative backbone for the SSP and employs support staff, led by the Program Director, to run the partnership. For more information on the SSP, visit www.sustainablesoutheast.net.

Job scope

The Sustainable Southeast Partnership (SSP) Director will help shape and coordinate the work of the SSP and lead the partnership forward to build the collective future. The SSP Director is responsible for developing program strategy, designing backbone support approaches and projects that operationalize SSP's collective vision, tracking program progress and performance, preparing program budget, securing funds, and supporting and coaching SSP staff. The SSP Director will engage and strengthen a vibrant regional network in relationship with peoples and places of Southeast Alaska.

Compensation:

- \$90,000 starting annual salary DOE
- Comprehensive benefits package including medical, dental and vision insurance as well as 401(k) retirement plan, a wellness program, personal leave, wellness leave, the opportunity to apply for 12 weeks of sabbatical leave after five years of service, and professional development.

Primary tasks and areas of responsibility

- Design backbone support approaches and projects that operationalize SSP's collective vision
- Design and facilitate retreats, events, monthly meetings, and working groups that prioritize strengthening the network, capacity building, and ensuring a valuable use of people's time
- Lead annual "SSP Core Team" program work planning and goal setting
- Maintain strong and effective communication with partners in the region on a regular basis
- Lead annual goal setting for SSP catalysts and advance their work in cooperation with their sponsoring organizations
- Lead partnership development and expansion initiatives
- Track progress and performance of SSP program and initiatives
- Lead and implement the SSP governance structure including annual elections and quarterly meetings of the SSP Steering Committee
- Work with and learn from partners in adjacent networks in Alaska, Canada, the Pacific Northwest and throughout the globe who share a similar mission with the SSP
- Negotiate complex and innovative solutions with government agencies and other entities to implement SSP strategies and solutions
- Represent Spruce Root's interests, values, and mission



- Represent the SSP network's shared values and programs in a variety of civic, public, and private forums and with a range of stakeholders and audiences
- Supervise direct reports and manage their recruitment, training, and coaching
- Provide leadership to ensure quality of work across the SSP program needs including communications, catalyst support, program compliance, etc.
- Other duties as assigned

Required knowledge, skills, and abilities

- Ability to lead, plan, organize, control, and administer projects
- Ability to initiate and develop strategic plans
- Ability to support and grow productive team members
- Communication skills (written and oral) and ability to facilitate and speak in public settings
- Knowledgeable of local, state, federal and Tribal governments, with an ability to read, interpret, and understand policies and legislation
- Ability to work collaboratively with all levels of employees, management, external agencies, and philanthropic and impact investment partners
- Knowledge of grant writing and administration
- Knowledge of and respect for Alaska Native ways of life
- Ability to excel in a fast-paced and dynamic environment

Required education and experience

- Education in public administration, economic development, community development, rural development, or a related field; or equivalent work experience
- Experience in a community development, mission driven, non-profit, Tribe or similar organization
- Experience in leadership and management of highly collaborative projects and programs
- Experience in working with Alaska Native peoples and culture

Additional Requirements

- Valid driver's license
- Satisfactory completion of a background check
- Satisfactory completion of a reference check

Working conditions:

- Standard 35-hour work week with occasional evening and weekend assignments
- The physical and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - Physical demands: While performing the duties of this job, the employee is required to walk, use hands to finger, handle objects, tools, or controls;



reach with hands and arms; balance; stoop; bending or crouching; talk or hear. The employee must be able to lift/carry and/or move up to 30 pounds safely. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Work environment: While performing the duties of this job, the employee is exposed to weather conditions and other elements prevalent at the time. The noise level in the work environment is usually minimal. This job requires regular travel in commercial planes, AMHS ferries, float planes, and twin engine planes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to apply

Interested candidates should submit their applications as soon as possible. Application review and interviews will be held on a rolling basis, with a first round review of applications after March 9, and the position will remain open until filled. There may be additional rounds of application reviews and interviews, as necessary.

To apply, send an email to alana@spruceroot.org with the subject line “SSP DIRECTOR - [YOUR NAME].”

In the email, please include the following as a single PDF attachment:

- Your resume
- 1-page cover letter explaining your interest in the organization and position
- List of 3 professional references with contact information and relationship to you
- Short answers to the following questions:
 - Where do you see yourself in 5 years and how will this position support you on that path?
 - Spruce Root conducts background checks, is there anything you want to share with us about your background?

In the body of the email, please also copy and paste the content of your short answers and include your name, phone number, and email address. As attention to detail is critical for success in this role, only applicants who follow these specific application guidelines will be considered.

With the goal of providing equal employment and advancement opportunities to all individuals, Spruce Root, Inc. bases its employment decisions on merit, qualifications, and abilities. Spruce Root, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, marital status, pregnancy, or any other consideration made unlawful by federal, state, or local law. Spruce Root, Inc.’s commitment to equal opportunity



employment applies to all persons involved in the operations of Spruce Root, Inc., and prohibits unlawful discrimination by any employee of Spruce Root, Inc., including supervisors and coworkers. Spruce Root is committed to fostering a workplace that reflects the communities we serve. As an equal opportunity employer, we ensure a fair and inclusive hiring process and welcome all qualified applicants.

For questions regarding the position or employment at Spruce Root, please reach out to Alana Peterson, Executive Director, at alana@spruceroot.org.