

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Quota & Acquisitions Analyst

Department: Administration
Supervisor: Quota & Acquisitions Manager
Supervisory: No
Grade: 11

Duty Station: Anchorage/Nome/Unalakleet
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Quota & Acquisitions Analyst is responsible for assisting the Quota & Acquisitions Manager in managing and administering all quota activities and fishery acquisitions/investments (primarily non-regional). This includes, but is not limited to, Community Development Quota (CDQ) and Individual Fishing Quota (IFQ) harvest related negotiations, allocations, monitoring, reporting, and regulations. Additional responsibilities include: evaluating existing and prospective investments using financial modeling, reviewing transaction documents, preparing internal and external presentations, and interfacing with various parties associated with a particular investment, including financial institutions, to negotiate financing terms and instruments for investments, communication, and coordination with harvesting partners, processing partners, monitoring services, regulatory agencies, and NSEDC management and staff.

Supervision Received:

The position receives supervision from the Quota & Acquisitions Manager who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Assist in management of harvest of NSEDC's CDQ and IFQ allocations for various fisheries, including pollock, pacific cod, crab, halibut, sablefish, and other groundfish, within the guidelines of CDQ, state and federal fishing regulations. For each fishery, forecast and allocate the quota for harvesting partners, monitor and analyze the harvest and bycatch and work with NSSP management to allocate and manage quota for regional fishermen.
- Assist in negotiating harvesting and processing contracts with potential harvesting and/or processing partners. Communicate and coordinate with CDQ and IFQ harvesting partners.

- Assist in managing NSEDC's crab sales program, including custom-processing of crab, arranging for payments to vessels for harvest, payment of various fisheries taxes, and sale of crab products.
- Assist in identifying and evaluating quota and fisheries-related acquisition and investment opportunities.
- Assist in preparation of pro forma cash flow statements for potential investments and analyzes results using return on metrics such as ARR & IRR. Analyze potential investments including identifying risks, weaknesses and strengths.
- Assist in management of existing quota and investments to analyze the impact that various decisions would have on the performance of the investment, including, disposition, leasing, financing, budgeting and joint venture structures. Investigate quota holdings and relative caps to ensure regulatory compliance in potential acquisitions and investments.
- Assist in preparation and presentation of proposed investment and acquisition analyses, quarterly CDQ and IFQ harvest and other reports as requested for NEDC management and Board of Directors.
- Assist in analysis and support to Sitka Alaska on existing and potential investments in IFQ, as well as harvesting and processing operations. Verify CDQ and IFQ target and bycatch harvest for purposes of royalty calculations, and track payment of royalties for quota harvested, in conjunction with the NSEDC accounting office.
- Attend and participate as necessary in meetings of the North Pacific Fishery Management Council, Alaska Board of Fish, International Pacific Halibut Commission and other fisheries management forums and committees.
- Other duties as assigned

Qualifications:

Bachelor's Degree in Finance, Marketing, Business Management or a related field from an accredited university is required. At least three years of experience working in the fisheries management field and business transactions related to rationalized fisheries or related experience is required.

Required Supervisory Experience:

None.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations
- Knowledge of the American Fisheries Act, the BSAI Crab Rationalization Program
- Knowledge in financial management theories, policies and procedures
- Knowledge of acquisition processes and financial analysis.
- Skill in Microsoft Office software programs, and specifically Excel.
- Skill in interpersonal relationships as well as negotiations.
- Skill in dealing effectively with people and communicating clearly both verbally and in writing.

- Skill in public speaking and delivering presentations
- Skill in establishing priorities, working independently, and proceeding with objectives with autonomy.

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions:

- Work is conducted in a standard office environment.
- Minimal travel is required (less than 25% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.