



## Recruitment announcement for position of Executive Director

**Posted:**

**Location:** Kailua, O'ahu, Hawai'i

**Summary:** Hui o Ko'olaupoko (HOK) is a 501(c)3 non-profit watershed management group established in 2007 to work with communities to improve water quality through ecosystem restoration and storm water management, focusing specifically in the Ko'olaupoko region – from Makapu'u to Kualoa. HOK implements on-the-ground projects that effectively manage and protect water quality and natural resources in Hawai'i. HOK's mission is to protect ocean health by restoring the 'āina: mauka to makai.

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director will oversee: general daily operations of current projects, HOK staff, manage and maintain current funding sources, identify new projects and partners, and seek new sources of funding.

Candidates should have a strong knowledge of ecosystem and natural resource management and an understanding of the cultural and environmental issues effecting the Ko'olaupoko moku.

**Primary Duties & Responsibilities** of the Executive Director will include but are not limited to:

- Act as a spokesperson for the organization
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Write grants, contracts, and other documents to implement projects and programs
- Research funding sources and oversee the development of fundraising plans
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Executive Director will work in both indoors and outdoors environments. The ED will usually work in an office environment, but the mission of the organization will take them to non-standard workplaces.
- Executive Director is a salaried position: either full-time 40 hours or part-time 20 hours per week, occasional evenings, weekends, and overtime hours to accommodate activities such as Board meetings and public events.

**Qualifications:**

- University degree in a related field
- 5 or more years of progressive management experience in an environmental sector organization
- Knowledge of Hawaiian ecosystems and Hawaiian culture
- Knowledge of leadership and management principles as they relate to non-profit organizations

**To Apply:** Send a cover letter that details how your experience would allow you to further HOK's mission as a non-profit organization in the community. Detail the reasons for your interest in the position and how your background corresponds to the position requirements, include; resume and a list of references with contact information to [info@huihawaii.org](mailto:info@huihawaii.org)