



hui o ko'olaupoko

JOB TITLE: Hui o Ko'olaupoko Executive Director

JOB TYPE: 0.50 FTE part-time with opportunity to grow into full-time based on funding availability

SALARY: part-time starting at \$35,000 salary with benefits and 401k

LOCATION: Kailua, HI

Hui o Ko'olaupoko (HOK) is looking for a part-time Executive Director to provide overall strategic and operational management to further the organization's mission of *protecting ocean health by restoring the 'āina: mauka to makai*. 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. The Executive Director is supported by the current HOK Board of Directors and HOK staff including the Project Manager, Volunteer Coordinator, and part-time Accountant. Please visit our website to learn more about Hui o Ko'olaupoko <http://www.huihawaii.org/>

RESPONSIBILITIES

- Promote the Vision and Mission of Hui o Ko'olaupoko
- Act as a spokesperson for the organization
- Strong fiscal capacity to manage and maintain current funding sources
- Identify new funding sources and oversee the development of fundraising plans
- Write grants, contracts, and other documents to fund & implement HOK projects and programs
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Establish positive relationships and collaborative arrangements with community stakeholders
- Foster a strong staff and volunteer team

QUALIFICATIONS

Minimum Qualifications

- University degree in a related field
- Grant-writing experience
- Knowledge of leadership and management practices as they relate to non-profit organizations
- Strong administrative and operational management skills
- Strong communication skills with a variety of audiences
- Demonstrated expertise in water/environmental resource management or other closely related fields

Desired Qualifications

- 3 or more years of progressive management experience in an environmental sector organization
- Knowledge of Hawaiian ecosystems and Hawaiian culture

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 Ko'olaupoko community. Detail the reasons for your interest in the position and how your background corresponds to the position requirements. Application packets must include: a cover letter, resume and a list of references with contact information. Please submit application packets to info@huihawaii.org by 5 P.M., Sunday March 31, 2019.