

JOB DESCRIPTION
H.T. Hayashi Family Foundation

The mission of the H.T. Hayashi Foundation is to support our Hawaii community by investing in arts and culture, human development, environmental conservation, and economic security with a particular focus on programs serving women, children, and the elderly.

Job Title: Executive Director

Reports to: President

Location: Foundation HQ

Responsibilities:

Works closely with the foundation Board Members in a manner that supports and guides the Foundation's mission. Responsible for overseeing the administration, programs and carrying out the strategic plan of the organization in close collaboration with the Foundation's President.

Essential Functions:

A. Organizational Leadership and Financial Management

- Takes a leadership role in driving a collaborative process with the Board of Directors, and stakeholders that would result in the development of goals, objectives and operational plans for the organization
- Organizes, prepares and/or reviews all essential Board Meeting materials including preparation of the annual budget and other necessary financial documents. Provides information and justifications to assist the Board of Directors in its budgetary review and approval process
- Works within budget
- Responsible for assisting external non-profits with developing and supporting programming that will have an impactful and measurable outcome as per the foundation's mission

B. External Relations and Communications

- Responsible for meeting all current and prospective grant applicants or partners in program development
- Promotes the foundation's visibility and welfare through participation and membership in community forums, civic organizations and activities that are aligned with the foundation's mission
- Represents the family and foundation in all media relations by participating in interviews, developing press releases and all other media type engagements

C. Operations and Administration

- Ensures that the foundation has the appropriate systems, physical space, and technology to operate efficiently and effectively
- Responsible for researching non-profits and vetting them for prospective grants
- Responsible for handling credit cards
- Must be accountable for turning in all receipts in a timely manner
- Oversees and supports the administrative components of all program services, including contract negotiations, contract and grant reporting and contracted work
- Provides for quality assurance monitoring of all programs, assuring correction of any deficiencies in program services.

Education & Experience:

1. A bachelor's degree required
2. Four or more years in senior nonprofit management experience
3. Strong knowledge and demonstrated success in staff leadership, fundraising, partnership development and prudent fiscal management
4. Demonstrated success of effectively leading change and organizational growth through strategic planning, implementation and monitoring

Skills, Abilities & Attributes:

1. Excellent writing and editing skills, including proofreading and copy editing
2. Must have excellent communication and presentation skills, media training a plus
3. Strong information technology skills, including proven advanced experience with Microsoft Office, basic website maintenance, smart phones and nonprofit database programs
4. Excellent analytical ability including the ability to summarize complex issues clearly and concisely and to develop and convey cogent recommendations
5. Must be mindful of confidentiality issues in order to maintain the privacy of the family
6. Must be mature-minded and able to be self-supervised.
7. Must be punctual, honest, responsible and accountable, including a willingness to track time on timesheets and utilization of foundation calendars

8. Must have good customer service skills
9. Must have a current Hawaii Driver's License and a clean driver's abstract (duties based on record)

Hours Required: 40 hours per week

Salary & Benefits:

Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

How to apply:

Please e-mail resumes to officemanager@hth-am.com.

Physical Job Requirements:

Min=Minimal, Mod=Moderate, Crit=Critical
 Occ=Occasional, Freq=Frequent, Cont=Continuous

	Min	Mod	Crit	Explanation
Hearing			x	Must be able to hear in order to answer phones, the door, and to communicate
Vision			x	Must be able to see clearly to operate equipment.
Speech			x	Must be able to speak in order to talk on the phone with owner, managers, guests and vendors.
Literacy			x	Must be able to read in order to follow directions.

	None	Occ 1/3	Freq 2/3	Cont Over 2/3	Pounds			
					10-20	21-50	51-100	100+
Push		x			x			
Pull		x			x			
Lift		x			x			
Carry		x			x			

	None	Occ 1/3	Freq 2/3	Cont Over 2/3	Explanation
Sit			x		Will sit majority of the time.
Climb, balance		x			Will climb small ladders and carry small loads rarely.
Bend, kneel, crouch, crawl		x			Bend/kneel to pick up or put down boxes about 5 % of time.
Stand		x			
Walk		x			Walk to & from in order to get around.
Run	x				
Drive		x			Driving necessary to get to appointments.
Work indoors			x		Indoors 90% of time.
Work outdoors		x			Events may be at outdoor venues.
Exposure to abnormal temperatures	x				n/a
Use chemicals, agents		x			Use household cleaners to clean. Very infrequent.
Wear protective clothing	x				n/a
Operate equipment		x			Use of kitchen appliances, vacuum cleaners, other household cleaning equipment rarely.