



## JA Hawaii President & Executive Director

### COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®. Junior Achievement of Hawaii's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of Hawaii reaches almost 8,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

**POSITION CONCEPT:** Directs a major Junior Achievement Area as the chief executive officer within policies established by the local Board of Directors. Responsible for all planning, finance, fundraising, program, public relations, staff development, and administrative operations.

### PRIMARY RESPONSIBILITIES:

- Assures that Junior Achievement operates in compliance with all requirements of the Junior Achievement Operating Agreement and additional requirements established by the Board of Directors.
- Assures the financial stability of the Junior Achievement operation to support operational and strategic plans and sustainability of the organization, including the development and implementation of effective fundraising campaigns and other innovative approaches to raising funds, accurate and timely financial reporting, analysis of financial information; development of a budget and management of financial resources to meet all organizational objectives.
- Develops and implements strategic plans that assure the stability and growth of JA in the Area within the context of the internal and external market forces and regulations.
- Works with the Board of Directors to develop policy and assure proper governance of the organization.
- Works with the Chairman of the Board of Directors to recruit, orient, and encourage engagement of Board members; manage effective regular meetings with the Board including the development of the agenda and any reports and materials.
- Accurately projects staffing requirements; recruits, hires, and trains associates; manages staff performance to assure achievement of all goals and objectives.
- Manages the implementation of all programs and ensures programs are executed within acceptable standards to assure growth in student impact.
- Prepares, gains Board approval, and implements a public awareness plan and acts as a representative with governmental, political, community, civic and industry groups.
- Other duties as requested by the Board of Directors.

### QUALIFICATIONS REQUIRED:

- Bachelor's degree or equivalent business experience
- Four years of experience in a related field with a successful track record
- Excellent management, communication, organization, and interpersonal skills
- Demonstrated understanding of the free enterprise system
- Willingness to undergo criminal and credit background check

### DESIRED QUALIFICATIONS:

- Management experience in education or nonprofit organization
- Demonstrated expertise in sales/marketing or fundraising
- Experience working with a Board of Directors
- CFRE certification

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

**Salary range:** \$70,000 to \$80,000 annual salary, depending on experience

**Apply:** Qualified applicants, please send a cover letter and your resume to [presidenthiring@ja.org](mailto:presidenthiring@ja.org)