

JOB DESCRIPTION

HAWAI'I NATURE CENTER EXECUTIVE DIRECTOR

Summary: Hawai'i Nature Center is looking for a motivated self-starter with an entrepreneurial streak, who has a good understanding of finances, the community, and enjoys building partnerships. The Executive Director (ED) reports to the Board of Directors. The Executive Director will have overall strategic and operational responsibility for the Hawai'i Nature Center's staff, programs, expansion, and execution of its mission. The employee will develop deep knowledge of field, core programs, operations, and business plans.

Essential Duties and Responsibilities:

- Ensures ongoing programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Creates and recommends timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Hawai'i Nature Center Board members, staff, volunteers, event committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors: oversee each committee, seek and build Board involvement with strategic direction for both operations on O'ahu and Maui.
- Lead, coach, develop, and retain Hawai'i Nature Center's management team.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Ensure compliance with administrative and operational policies and procedures.
- Formulate and administer an annual budget, as approved by the Board.
- Identify and develop all individual, foundation, corporate and other sources of funding necessary for the delivery of services and programs, and ensure that the appropriate amount of funding for operations and long-term sustainability building.
- Responsible for organization's legal and financial compliance.
- Deepen and refine all aspects of communications, from web presence to external relations.
- Use external presence and relationships to garner new opportunities.
- Projects a professional impression and maintains a positive, professional image with respect to the Hawai'i Nature Center at all times both internally and with community partners.
- Pursue, manage, and execute external contracts including IT support, HR support, accounting, marketing, etc.; provided that any contract with a contract sum of \$10,000 or more must first be approved by the Executive Committee before execution by the Executive Director.
- Oversee management and care of site facilities with Maintenance department.
- Assist with other administrative duties as assigned.

Supervisory Responsibilities:

Manages two subordinate supervisors who supervise a total of over 20 employees in the Education, Maintenance departments. Is ultimately responsible for the overall supervision of nearly 30 employees in Administration, Education, and Maintenance. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Education and/or Experience –

Bachelor's degree (B. A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills –

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Technology Skills – (Desired)

- Core computer skills in word processing, data base management, spreadsheets and electronic communications.
- Familiarity with software including Wordpress websites, Network for Good donor management software, and Fare Harbor online booking software.

Mathematical Skills –

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability –

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities –

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.

- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.
- First Aid and CPR is not required to qualify for this position but the ability to obtain these certifications will be necessary.

Other Qualifications:

Physical Demands –

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to touch, handle, or feel. The employee is occasionally required to stand and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds.

Work Environment –

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

TO APPLY:

Please submit applications by May 31 through this online application portal:

<https://www.hrsymphony.com/hrs/apply/1223/M3BX>

Contact Information:

Please contact Associate Director Savannah Allshouse at savannah@hawaiinaturecenter.org if you have any questions.