



## JOB DESCRIPTION

**TITLE: Executive Director**

**EFFECTIVE DATE: March 8, 2021**

Department: Administration

FLSA Status: Exempt

Reports To: Board of Trustees

Supervises: ALL Palama Staff

Salary Range: \$110,000 - \$125,000+

### **I. Job Summary**

Palama Settlement is a private, non-profit, community-based social service agency serving the Kalihi-Palama-Liliha neighborhoods for 125 years (est. 1896). The agency offers a wide range of educational, recreational, athletic, cultural, social, health, and community building programs and services for children, youth, adults, and senior citizens. The major part of our effort is serving the less fortunate, disenfranchised, and low to marginal income families and children/youth that live in this community with state's highest density and crime rates. Our activities and programs are designed to prevent juvenile delinquency, motivate youngsters to stay in school and succeed, and strengthen families.

The executive director is the chief executive officer of Palama Settlement ("Palama"). The Executive Director reports to the Board of Trustees and accepts responsibility for Palama's consistent achievement of its mission and financial objectives.

### **II. Major Duties and Responsibilities**

#### **A. Strategic Leadership and Organizational Management**

- A strategic thinker with innovative style, and a willingness to try new strategies.
- An entrepreneurial spirit, specifically, vision coupled with motivation and execution.
- Engages the board, board committees, and staff in financial planning and oversight, strategic planning, and goal setting.
- Responsible for organizational structure and staffing, clarifying roles and responsibilities, and fostering a collegial, inclusive, and diverse work environment that encourages creativity and productivity and ensure staff feel respected, valued, and successful.
- Communicates expectations clearly and offers guidance, support, and feedback as needed.
- Honors staff wisdom, engaging staff as thought partners and empowering them to confidently fulfill their roles and responsibilities.

- Responsible for the overall impact in the community and for influencing positive outcomes through practices that embody respect, trust, leadership, and integrity.

B. In Program development and administration, the Executive Director will:

- Assure that Palama has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- Work with the President of Palama's Board of Trustees to ensure the Board is an effective, diverse body that properly govern the affairs of Palama and assure that individual board members can contribute in meaningful ways to ensure that Palama achieves its mission and financial objectives.
- Provide leadership in developing program, organizational, strategic and financial plans with the board of directors and staff and carry out plans and policies authorized by the board. Act quickly to respond to rapidly changing conditions.
- Promote active and broad participation by volunteers in all areas of the Palama's work.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant development and trends in non-profit administration and the programs offered by Palama.
- Identify areas needing policy clarification or formulation and supply pertinent information to the board as a basis for deliberations. Contribute to the formulation of policy. See that policies established by the board are implemented and sustained. General oversight of Palama's legal, fiscal and programmatic functioning to ensure efficient operations and sound management.

C. In communications, the Executive Director will:

- See that the Board and other stakeholders are kept fully informed on Palama's condition and all-important factors influencing it.
- Publicize and advocate for Palama's activities, programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups, businesses, fund sources, government officials and other organizations to help achieve Palama's goals.
- Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.
- Serve as an ambassador of the mission and represent Palama's programs and mission to government agencies, organizations, and the general public.

D. In fundraising, the Executive Director will:

- Promotes a culture of philanthropy and helps to build a donor-centered organization by leveraging existing relationships into philanthropic opportunities and program partnerships, and encourages staff and board to do the same.

- Helps to identify and cultivate relationships with individual, foundation, and corporate donors, key leaders, strategic government contact, and community partners.

E. In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that the job descriptions are developed, that regular annual performance evaluations are conducted, and that sound human resource practices are implemented and applied.
- See that an effective management team is in place and that it serves as a leadership development body as well as a coordinating body.
- Encourage staff and volunteer development and education; assist program staff in relating their specialized work to Palama's mission and programs.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

F. In budget and finance, the Executive Director will:

- Lead and strengthen fund raising endeavors utilizing local and national resources (including grant writing).
- Be responsible for developing and maintaining sound financial practices.
- Work with staff, Finance Committee and Board in preparing a budget; see that Palama operates within budget guidelines.
- Ensure that adequate funds are available to permit Palama to carry out its mission.
- Jointly, with the President of the Board of Trustees, issue official correspondence for the organization and, jointly with designated officers or Board members, execute legal documents.

G. *Mandated Reporter*

- *The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As Palama's Executive Director, you must report any suspected cases of abuse or neglect by calling the Department of Human Services, Social Services Division, Child Welfare Services at (808) 832-5300. In case of immediate threat of violence, call the police.*

H. Other Duties as assigned

### III. **Qualifications**

- A passion for and knowledge of the human services field.
- Solid knowledge and understanding of the financial, accounting, marketing, and operational functions of an organization and the ability to make good judgments and quick decisions.
- Proven fundraising experience.

- Excellent communication skills (oral and written).
- A solid record of accomplishment of seeing projects through to successful completion.
- The ability to think like a business (for profit) person, while working with non-business (not-for-profit) people. Possessing business acumen with financial responsibility is vital.
- A successful track record of leadership within a not-for-profit organization.
- Skilled at establishing and maintaining positive relationships and fostering goodwill in the community.
- A personable and inclusive management style that optimizes staff and resources through leadership and delegation.
- An undergraduate degree is required. An advanced degree social work, public health human development or related field is desirable.
- Experience may be factored in lieu of advanced degree.

**IV. Additional Requirements: (certificates, license, etc. – if applicable)**

- Valid Hawaii Drivers' License
- Auto Insurance
- Access to registered and insured automobile
- Current CPR/First Aid Certification (or ability to obtain certification within 6 months of hire date)
- Criminal background clearance
  - Hawaii Criminal Justice Data Center
  - National Sex Offender Public Registry
  - National Criminal History Database

**Please submit resume to [palamahr@palamasettlement.org](mailto:palamahr@palamasettlement.org) or visit:  
<https://www.palamasettlement.org/about/employment/>**