



Hawai'i Conservation Alliance FOUNDATION

EMPLOYMENT OPPORTUNITY

HCAF EXECUTIVE DIRECTOR

Founded in 2006, The Hawai'i Conservation Alliance Foundation (HCAF) is a 501(c)(3) non-profit organization that supports and advances the capacity building, native ecosystem and biocultural conservation work of the Hawai'i Conservation Alliance (HCA) through fundraising, advocacy, and strategic outreach and communications.

The HCA is a collaboration of conservation leaders representing twenty-eight government, education, and non-profit organizations that aim to provide unified leadership and advocacy for Hawaii's most critical conservation issues. Collectively, HCA is responsible for managing the biodiversity of Hawaii's lands and waters. Together, HCA and HCAF strive to perpetuate native ecosystems and ensure the unique biodiversity of our islands endures. Visit www.hawaiiconservation.org for more information.

Responsibilities: The Executive Director (ED) provides direction and leadership to achieve the vision, mission, strategy and annual goals and objectives of HCAF and ensures that HCA's programmatic objectives are supported with appropriate resources including staffing, facilities, technology, financial, communication, and public relations. The ED spearheads the development of HCAF's business plan in coordination with and to support the work of the HCA, and provides overall leadership for HCAF fundraising, advocacy, strategy, organizational development, and financial oversight. This includes:

- 1. Board Coordination & Development** - Supports the HCAF Board and its officers to fulfill its governance and fund-development functions, supports a robust and inclusive strategic planning process and ensures planning decisions are used in setting annual work plans. supports the Board's evaluation of the budget and organizational priorities. Develops agendas for Board meetings and supports Board-development including recruiting and on-boarding new Board members based on organizational needs.
- 2. Program Management & Implementation-** Leads implementation of programs prioritized in the HCA Strategic Plan, including the Annual Hawai'i Conservation Conference (HCC), following guidance and recommendations of the HCA Executive Committee, Steering Committee and Sub-committees. Works with projects leads to implement workplans that achieve the goals and objectives of the HCA and ensures that resources are aligned with top priority tasks. Serves as thought partner for HCA committees as well as program staff.
- 3. Fundraising** – Develops and implements fundraising campaigns in coordination with the HCAF Board through fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, grant writing and submitting proposals,

managing fundraising records and documentation and maintaining funder relationships with support of the HCAF Board to strengthen and diversify the organization's fundraising revenue.

4. **Financial, Tax, Risk and Facilities Management** - Ensures that HCAF is fiscally sound by working with staff and Board to develop annual budgets (approximately \$1 million annual operating budget), establishes accountability standards for grant and budget tracking, directs financial activities and makes decisions based on plans and policies developed in concert with the Board, oversees/supervises all accounting and financial activities and ensures compliance with current policies, laws and regulations. Work with partners and vendors to secure facilities for office work, meetings, and events.
5. **Hawai'i Conservation Conference (HCC)** – Supports planning and implementation of the HCC in coordination with the HCA Program Manager, Steering Committee, Conference Planning Committee and partners. Works with the HCAF Board to identify and seek Conference sponsors. Develops a communication strategy to raise profile of the HCA and priority conservation issues highlighted at the Conference.
6. **Human Resource Management** - Recruits and supervises staff of the HCAF (currently 5 positions). Promotes an organizational culture that fosters passion for the mission, cooperation, effective communication, and a common organizational vision. Develops and implements appropriate human resource policies and procedures that fully conform to current laws and regulations, including training, career development, hiring and firing, succession planning, and performance management for all employed and contracted staff.
7. **Community and Public Relations** - Assures the organization and its mission, programs and services are consistently presented in strong, positive images to relevant stakeholders. Grows HCAF's visibility and influence with key stakeholders, as well as expands public awareness and support of HCAF's work.

Primary Qualifications

Education:

Bachelor's Degree from an accredited four (4) year college or university in Environmental Sciences, Public Administration, or a related field. Master's Degree from an accredited college or university in Environmental Sciences, Public Administration, Nonprofit Administration/Management, or a related field preferred.

Experience:

- A. At least 4 years of professional leadership experience with a successful track record in organization management, fundraising, grant writing, and grants management.
- B. At least 6 years of experience in project development, policy, planning and management of conservation issues.

Ability/Knowledge/Skills:

The ideal candidate will have:

- A. Passion for the mission of HCA and HCAF
- B. Aptitude for learning new skills and problem-solving
- C. Preference given to proven leadership skills developed through years of senior management experience;

- D. Excellent organizational development, marketing, administration and personnel management skills;
- E. Knowledge of key environmental/conservation issues specific to Hawai‘i, including Hawaiian socio-cultural and ecological history; preference given to familiarity and experience working in island communities
- F. Thorough knowledge of the principles and practices of project development, policy, planning, and management of environmental/conservation issues(s);
- G. Ability to resolve wide ranging complex problems through the use of creative reasoning/logic to accurately determine the cause of the problem(s) and address resolution of the problems(s) in an effective, innovative and timely manner;
- H. Demonstrated ability to interpret and present information/ideas clearly and accurately in writing, verbally and by preparation of reports and other materials;
- I. An affinity and sensitivity for working with a culturally and politically diverse community; able to interact seamlessly with legislators, academics, federal and state government employees.
- J. Proven success at fund development, especially knowledge of and success in attracting foundation and corporate grants; ability or interest in identifying, stewarding and/or soliciting individual donors;
- K. Excellent communication skills, both written and oral; including strong presentation skills;
- L. The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management;
- M. Demonstrated ability to advocate effectively on behalf of an organization on politically sensitive issues and raise the visibility of the organization through outreach to key community stakeholders and the general public;
- N. Proficiency with the operation of a personal computer, specifically skills at using Word, Excel, E-mail, Database(s), etc.; tech savvy preferred
- O. Able and willing to travel as necessary within the Hawaiian islands

Preferred Qualifications:

- Experience with large event planning and execution
- Deep knowledge/experience with Hawaiian cultural knowledge, ‘Olelo Hawai’i, and practices
- Non-profit organization and sector experience

Reporting Relationship/Evaluation of Performance:

Reports to the HCAF Board of Directors, which is responsible for the Executive Director’s performance evaluation and professional development plan. The Board will annually gather input from the HCA Steering Committee, HCA Executive Committee, HCA Coordinator, and other key stakeholders as part of their assessment process.

Status/Classification: Regular, Full-Time, Exempt. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Location: Hawai‘i. HCAF operates in a hybrid work environment and believes that regular face-to-face interaction is essential to meet the needs of HCA and HCAF. Successful candidate must be able to attend and participate in both virtual and in-person events located on multiple Hawaiian islands.

Salary/Benefits: Salary commensurate with job requirements and candidate qualifications. Salary range \$90,000-\$120,000 annually. Benefits include 21 paid sick days and 21 paid vacation days annually, by accrual, and health and dental insurance (employee pays portion of premium based on salary). HCAF also follows the State of Hawai'i schedule of paid holidays.

Application Process: Please submit a cover letter and curriculum vitae or resume and references to director@hawaiiconservation.org. This is an open recruitment until filled. We encourage you to submit your application materials promptly. References and transcripts will be requested later.

Questions about the position may be directed to director@hawaiiconservation.org.