



**HONPA HONGWANJI
HAWAII BETSUIN**

EXECUTIVE DIRECTOR

Job Description

(Revised, September 29, 2021 by the Personnel Committee. Approved by the Board, October 24, 2021.)

The Executive Director (ED) works closely with the Board of Directors (Board) of the Honpa Hongwanji Hawaii Betsuin (Betsuin) and the Executive Committee to implement long-range goals, strategies, plans and policies. The position is under the joint supervision of the President of the Board and the Chief Minister (Rimban). The ED, in collaboration with the Rimban, President and Board, ensures the smooth and efficient delivery of services to Betsuin members and persons from the general community.

General Duties

- Advocates and embodies the mission of Hawaii Betsuin.
- Articulates and implements the shared vision of the Betsuin for its future.
- Understands and supports Buddhist values.
- Participates in the strategic planning process to fulfill the Betsuin's mission.
- Coordinates the activities of the Betsuin facilities and grounds and ensures that the general policies of the Board are understood and followed.
- Manages a staff team to provide office coordination, bookkeeping and facilities maintenance.
- Works and collaborates with others on the Betsuin facilities and grounds for the smooth operations of daily activities, long-range plans and to ensure the safety and well-being of all partners.

Board Relations

- Works with the Board and its committees in carrying out established temple policies.
- Provides feedback to the Board and its committees regarding implementation issues with those policies and suggests measures to address the issues.
- Attends meetings as needed.
- Prepares reports and maintains Board records.
- Keeps the Directors informed on all significant aspects of the Betsuin's operations.

Personnel Management (excluding Hongwanji Mission School staff and faculty)

- Supervises the Betsuin's volunteers and non-ministerial staff.
- Works with Board regarding matters concerning employment, retention, dismissal of personnel, salaries and contracts.
- Assigns jobs to staff and evaluates their performance.
- Leads orientation and training of staff.
- Oversees the employee benefits program.



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Programs and Operations

- Prepares for and conducts periodic program evaluations in coordination with the Rimban, President and Board.
- Monitors income, expenditures, collections, and cashflow and works with staff and the Board in the preparation of preliminary and final budgets.
- Monitors and coordinates the functionality and general condition of Betsuin facilities and grounds.
- Maintains official records and documents to ensure compliance with federal, state, and local regulations and submits reports as required.

Community and External Relations

Along with the Rimban and President, represents the Board in its relations with Betsuin members, ministers, staff, visitors, community, and other potential stakeholders of the Betsuin.

Competencies

- Has strong written and oral communication skills.
- Is familiar with basic accounting functions.
- Motivates, guides, leads team members, and provides them with the right resources so that goals can be achieved.
- Empowers team members to act independently within approved guidelines.