

### **POSITION SUMMARY**

The Executive Director is the chief executive of the Native Hawaiian Legal Corporation (“NHLC”) and is appointed and directed by and accountable to the Board of Directors of the NHLC. The Executive Director administrates the business of the NHLC under the bounds of federal, state, and county law, statutes, ordinances, rules and regulations, while operating within the general principles, guidelines, and direction of the organization, as set forth by the governing board and as provided for in the mission and vision of the organization. The Executive Director is specifically responsible for implementing Board policies, ensuring the economical and effective delivery of legal services, and maintaining the highest quality of services and professional standards applicable to legal service providers. The Executive Director is further responsible for providing leadership, guidance, and management to NHLC staff and implementing policies and programs to carry out the work of the organization, including, but not limited to, long-range planning, program evaluation, business and finance operations, communications, governmental and community relations, grant and contract management, and fundraising and development.

### **CORE COMPETENCIES**

**Communication** - Must be able to communicate, interact, and work effectively with people of diverse social, economic and ethnic backgrounds. Excels in written and verbal communications, including grant writing, grant reporting, and media/public relations activities.

**Teamwork** - Must have the ability and desire to work cooperatively with others in an executive leadership role that entails the oversight and management of other professionals with varying degrees of experience, skill sets, and licensing. Demonstrated interest, skill, and success in getting groups to collaborate/work together effectively.

**Problem Solving** - Must have the ability to systematically: identify and define a problem; determine the cause of the problem; identify, prioritize, and select alternative solutions; and implement a “best fit” resolution.

**Build Collaborative Relationships** - Must be able to develop, strengthen, and maintain win/win relationships and partnerships throughout the community and within the organization. Effective liaison with federal, state, and local governments, as well as other agencies, to foster more collaborative working relationships with the NHLC. Deep understanding of Hawaiian legal history and cultural practice is needed.

**Decision Making / Analytical Ability** - Must be able to make difficult and appropriate decisions in a timely manner on myriad issues, including, but not limited to, human resources, funding, operations, external relationships, crises management, conflicts of interest, and board relations/matters.

**Self-Development** - Must be a self-starter. Able to demonstrate initiative and motivation for success with continuous learning, professional development, and personal growth.

## **ESSENTIAL POSITION RESPONSIBILITIES**

### **Program & Legal Services Excellence**

The Executive Director must ensure that NHLC satisfies its promise to serve Native Hawaiians statewide and that Native Hawaiian law is stewarded with excellence to the highest standard a legal services organization can achieve. The Executive Director is accountable for ensuring that NHLC's legal service teams have the tools, facilities, technology, and policies in place to be successful in achieving the organization's mission and effectively providing counsel to their clients.

- Provide strategic leadership and direction to NHLC staff attorneys and support staff to ensure the effective delivery of legal services to Native Hawaiian individuals and communities in need.
- Supervise and coordinate the planning, organizing, and implementation of NHLC's legal programs and projects.
- Conduct program evaluations to ensure compliance with organizational standards and the delivery of high-quality services.
- Ensure that staff have access to the research tools, case management systems, facilities, and internal policies necessary to serve clients effectively and uphold the highest professional standards.
- Create or approve all messaging and online content for the organization, including NHLC's website, social media accounts, press releases, and legislative testimony.
- Represent NHLC at panels, presentations, and public forums.
- Keep the Board proactively advised of public relations risks and confer with the Board on novel or sensitive communications issues for guidance and approval of new organizational positions.

### **People Development & Organizational Culture**

The Executive Director is accountable for ensuring that NHLC staff are continuously improving through meaningful professional development and training opportunities. The Executive Director must be invested in growing capacity in the world for Native Hawaiian advocacy through a commitment to student and volunteer programs.

- Cultivate a collaborative, inclusive, and cohesive organizational culture.
- Provide ongoing opportunities and coordination for attorney and support staff professional development, continuing legal education, and leadership growth.
- Oversee the development and administration of robust student internship, law clerk, and volunteer programs that expand NHLC's capacity to provide legal services while building the next generation of Native Hawaiian rights legal advocates.
- Obtain maximum utilization of staff, maintain a competitive salary structure, and foster an environment where team members are supported in their career advancement and personal growth.

### **Community Engagement & Partnerships**

The Executive Director is accountable for ensuring that NHLC is developing partnerships that expand its capacity, increase its effectiveness, and broaden its impact within the scope of its

mission. The Executive Director must ensure that the NHLC brand stands for excellence, integrity, effectiveness, and impact in everything the organization does.

- Serve as a persuasive and visible spokesperson for NHLC, effectively articulating the organization's history, mission, programs, and impact to the public, funders, policymakers, and the broader Native Hawaiian community.
- Initiate and strengthen relationships and collaborations with Native Hawaiian-serving organizations, community groups, government agencies, and other leaders connected to NHLC's mission and purpose.
- Operate strategically in an environment where success depends on the ability to work effectively with individuals and organizations from diverse viewpoints, maintaining a deep understanding of Hawaiian legal history and cultural practice.
- Serve on community, state, and national boards and working groups relevant to NHLC's mission.
- Serve as staff liaison with local, state, and federal elected and appointed officials on matters concerning the organization.
- Increase public awareness of NHLC's work and steward the organization's reputation for excellence and impact among strategic constituents, including media, advocacy partners, and policymakers.

### **Development & Fundraising**

The Executive Director is accountable for ensuring that the organization achieves its annual budget targets and maintains the financial sustainability necessary to fulfill its mission over the long term.

- Lead NHLC's fundraising and development efforts, including grant writing, grant reporting, major donor cultivation, and diversification of funding sources.
- Maintain and deepen relationships with current funding sources while actively identifying and pursuing new fundraising opportunities.
- Working with staff, develop and execute a comprehensive development strategy that ensures long-term financial sustainability and positions the organization for growth.
- Oversee the organization and planning of community outreach programs to ascertain community needs and determine NHLC's role in addressing them through its programs and services.

### **Governance, Compliance & Operational Excellence**

The Executive Director is accountable for ensuring that NHLC operates in full compliance with all applicable laws, regulations, funder requirements, and organizational policies.

- Supervise and direct the day-to-day operations of NHLC in compliance with organizational policies and all applicable federal, state, and county laws, statutes, ordinances, rules, and regulations pertaining to Hawai'i nonprofit corporations and legal services organizations.
- Support the functions and duties of the Board of Directors. Prepare reports of NHLC's operations for every board meeting. Work with the Board to set and implement strategic priorities, policies, and governance goals.
- Work with the Board to identify and recruit new board members whose talents, interests, and commitments will further NHLC's mission and reflect the communities it serves.

### **Finance**

- Oversee NHLC's financial operations, including the annual budgetary process, financial reporting, investment of funds, annual independent audit and tax filings, and compliance with funder requirements and NHLC accounting policies and procedures.
- Ensure compliance with all federal, state, and county financial laws, Uniform Guidance, audit requirements, and tax filing obligations.
- Oversee preparation of financial statements and reports for submission to the Board and advise on fiscal projections and potential problem areas.
- Monitor organizational spending against budget and take corrective action to ensure the organization operates within its approved financial plan.

### **Human Resources**

- Make decisions on hiring, advancement, roles and team organization, and termination of personnel consistent with applicable laws, regulations, and procedures established by the Board.
- Coordinate performance evaluations for all employees, conduct new employee orientation, and administer employee time records, leave, and other HR matters.
- Review and manage employee benefits programs to ensure NHLC remains a compliant, competitive employer that attracts and retains talented staff and demonstrates a genuine commitment to the well-being of its team.

### **Facilities & Technology**

- Oversee the review and negotiation of administrative and fiscal contracts, including office space leases.
- Use technology to facilitate organizational management, fundraising, communications, and program delivery.
- Ensure appropriate oversight and policy development regarding the procurement and use of technology, including artificial intelligence powered tools, balancing the need to benefit from technological advancement with the obligation to do so safely, ethically, and in compliance with evolving regulatory requirements for organizations and legal practitioners.
- Maintain up-to-date computer and office equipment consistent with industry standards and best practices.
- Ensure that NHLC's physical offices and technology infrastructure adequately support staff in delivering high-quality legal services across the state.

### **Other**

- Additional duties and responsibilities as directed by the Board.

### **QUALIFICATIONS**

- The ability to perform each essential position responsibility satisfactorily.

- A Juris Doctorate or comparable degree from an accredited college or university. Licensed attorney preferred. Educational concentration in Hawaiian or indigenous studies, law, business and finance, or social sciences also preferred.
- 5-10 years management experience relevant to the essential position responsibilities preferred.
- Deep understanding of Hawaiian legal history and cultural practice. Knowledge and experience with Native Hawaiian or indigenous legal issues and precedents.
- The ability to network on a local, national, and international level. Possessing established relationships with current and prospective funding sources preferred.
- Fundraising and grant-writing experience highly preferred.
- Experience in dispute and conflict resolution preferred.
- The ability to maintain an in-office presence as the essential employee of the organization. Willingness and ability to work long hours (60+ hours/week), including nights, weekends, holidays, and off-island travel.

Target Annual Salary: \$150,000 - \$170,000

For detailed information, please visit <https://www.inkinen.com/nhlc-ed>