



KING LUNALILO TRUST

REPORTS TO: Board of Trustees

FLSA STATUS: Exempt

Summary: King Lunalilo Trust is a non-profit, Ali'i trust charged with the establishment and maintenance of a home that accommodates the poor, destitute, and infirm people of Hawaiian (aboriginal) blood or extraction, with preference given to older people. The Trust currently serves its beneficiaries through Lunalilo Home and its residential, respite, day care, and meal preparation services.

The Chief Executive Officer implements the strategic goals and objectives of the Trust. The CEO enables the Board of Trustees to fulfill its governance function and provides direction and leadership toward the achievement of the Trust's mission, strategic plan, policies, goals, and objectives set by the Board of Trustees.

a non-profit, Ali'i trust of King William Charles Lunalilo, the sixth reigning monarch of Hawai'i. Lunalilo Home's vision is to be a nurturing and vibrant kauhale for all kūpuna. In fulfillment of the trust, the mission is to perpetuate the legacy of King Lunalilo, to honor, tend to, and protect the well-being of elders.

The essential functions of this position are:

Strategic Plan Responsibility

Planning, coordinating, and directing the implementation of the Trust's strategic plan to ensure measured progress and effectiveness so that the Trust is able to meet its goals.

Financial, Tax, Risk, and Asset Management

Preparing an annual budget for Board of Trustees' approval and prudently managing the organization's resources within budget and according to the Trust's policies, current laws, and regulations. Understanding legal, policy, tax, and risk issues that may affect the Trust and anticipating and managing issues as they arise, including proper and timely reporting to the Board of Trustees. Ensuring compliance with all federal and state grant reporting and audit requirements.

Oversight of Operations

Providing leadership and being responsible for the administration, management, and effectiveness of the operations of the Trust and its programs. Supervising management, employees, and volunteers, working collaboratively and cooperatively, so that quality care is delivered to all clients, residents, their families and the communities served by the Trust.

Community and Public Relations

Ensuring Lunalilo Home and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders. These efforts include developing and strengthening collaborative opportunities with a range of organizations including other Ali'i

trusts, community organizations, Native Hawaiian organizations, employees, regulators, federal and state officials, and public audiences.

Fundraising

Overseeing fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, writing and submitting grant proposals, and administering fundraising records and documentation. Working with the Board of Trustees and community representatives to secure funds to build the endowment and support capital campaigns.

Qualifications:

- Outstanding personal character
- Commitment to the Trust's core values: Aloha (Love, Compassion), Mālama (Care), Laulima (Cooperation), Ho'ihi (Respect), Ho'omanawanui (Patience), Lokomaika'i (Generosity), and Pono (Righteousness).
- Demonstrated success in leading an organization as CEO, Executive Director, or senior manager.
- The ability to create a vision and to chart a strategic direction that results in clear operational goals.
- An inspiring and collaborative leadership style that engages the support and talents of the team, leads by example, and encourages creativity and productive, high-quality work.
- A clear commitment to community service and a track record that demonstrates understanding and alignment with issues and goals similar to the Trust and the services it provides.
- A proven track record in establishing partnerships between non-profit organizations, corporations, and individuals.
- Proven experience in budget preparation and financial oversight.
- Outstanding communication skills and an understanding of media and public relations.
- Demonstrated success in fundraising from a variety of sources, including cultivating and soliciting large institutional and individual donors.
- Experience in working effectively with a board of trustees or board of directors to successfully develop and implement strategic plans.

Preferred:

- Advanced degree in business, social services, or health care administration.
- Five years of experience in senior or executive management position of organizations with two years of supervisory experience.
- Two years' experience of fiscal management of an organization.
- Respect for, commitment to, and understanding of Hawaiian values and culture.
- Experience with the care needs and policies related to the system of elder/kupuna care from institutional to community.

Working Conditions

Work hours: This is an exempt position. General office hours are Monday through Friday from 8:00 am to 5:00 pm. Employee will be required to work on weekday holidays, evenings, and weekends, as necessary.

Mental and Physical Requirements

Employee will manage a team of employees with multiple and conflicting priorities.

Employee must have excellent written and oral communication skills to include, but not limited to, demonstrated writing ability and public speaking experience that will involve interaction with a variety of groups/audiences/individuals.

Employee must be comfortable with technology, including computer and other software and equipment.

DISCLAIMER: This job description may not comprise all duties that may be required. King Lunalilo Trust's Board of Trustees will have the right to amend the job description as necessary. The organization will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of this position.