



Position Description

PRESIDENT & CHIEF EXECUTIVE OFFICER

Full-Time | Exempt | Reports to Board of Directors

OVERVIEW OF ORGANIZATION

[O'ahu Economic Development Board](#) (OEDB) is a non-profit organization, funded primarily by the private sector, contracts and the Asset Management of New Markets Tax Credit (NMTC). The organization's efforts support a healthy economy on O'ahu by being a leading agent in the growth, retention and recruitment of businesses that support appropriate jobs for the people of Hawai'i.

OEDB is actively involved in infrastructure, planning and human development platformed with the disciplines of [ALOHA](#). OEDB's leadership recognizes that the strength of a community's true economy is anchored in the strength of its people and relationships.

OVERVIEW OF RESPONSIBILITIES

The President and Chief Executive Officer is responsible for leading the organization in the execution of the following priorities:

1. Retain relevant existing businesses in Hawai'i and assist in their health and, where possible, expansion.
2. Develop new businesses in Hawai'i, including the growth of knowledge-based companies whose behaviors, actions, and relationships are in alignment with the uniqueness of our people and place.
3. Facilitate infrastructure and planning involving land, water, and transportation, while progressively reversing the outward flow of revenue for energy, food, and services to facilitate a more resilient approach toward natural resource production, conservation, and applications which in turn create more employment opportunities within the state.
4. Collaborate with other organizations to develop place-based leadership capacity, critical thinking, and skill development to ensure continued growth and prosperity for Hawai'i residents.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- **Community Impact**
 - » Leverage OEDB's unique position to serve as a conduit to mobilize people and resources around a shared vision for Hawai'i's future development, suited to Hawai'i's heritage, natural environment, comparative, and competitive advantages, and OEDB's goals.
 - » Build on the legacy of OEDB, respecting its treasured history while Inspiring and articulating an inclusive, sustainable, innovative vision for the economic future of Hawai'i.
- **Resource Development**
 - » Secure funding for ongoing efforts of OEDB through grants and other fundraising means; prepare and control a financial budget to achieve OEDB's goals.
 - » Identify, cultivate relationships, and solicit prospective donors and key leaders of prospective collaborators.
 - » Develop the technical knowledge and relationship building needed to continue growing the NMTC program.
- **Strategic Management**
 - » Partner with the Board of Directors and executive staff to develop and execute short and long-term strategic initiatives to carry out OEDB's Mission and Vision.
- **Organization Management**
 - » Mentor and develop staff to sustain and develop additional capacity to support the development of new initiatives.

CORE COMPETENCIES REQUIRED

- **Embody and Live Aloha:** Possesses a deep understanding of the Native Hawaiian community and understanding of guiding cultural principles, values, and philosophies.
- **Mission-Focused:** Catalyze others to create real social change that sustains better lives and healthier communities in Hawai'i.
- **Relationship-Oriented:** Values relationships over transactions and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Seeks contributions of all community sectors (including underrepresented stakeholders) and can mobilize resources (financial and human) through substantive dialogue and meaningful engagement rooted in long-term sustainability.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

- ***Visionary***: Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- ***Outward Turning***: Understands the dynamics of local, regional, and national ecosystems and works on an agenda rooted in Hawai'i's perception of its needs and aspirations.
- ***Business Acumen***: Possesses a high level of broad business and management skills and is effective at generating financial support for the organization.