



ABOUT THE OPPORTUNITY

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Ho'ola Nā Pua's staff, programs, expansion, and execution of its mission. The ED will have a deep knowledge of field, core programs, operations, and business plans, working collaboratively with the Board of Directors in leading the transformation of HNP from its current stage to a fully developed organization capable of delivering on its long-term vision. Specifically, the ED will ensure that Ho'ola Nā Pua's finances, operations, fundraising, marketing, human resources, technology, and programmatic strategies are effectively implemented across all divisions of the organization.

The Executive Director is responsible for the following:

Strategic Vision and Leadership

- Collaborate with the Founder and the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with the core mission.
- Provide inspirational leadership and direction to all executives and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable achievement of long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Ensure effective systems to track scaling progress and regularly evaluate program components - measure successes that can be effectively communicated to the board, funders, and other constituents.
- Maintain a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize staff, volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Lead, coach, develop, and retain high-performing senior leadership team.
- Provide direct oversight, direction, and development management of the Executive Vice President.
- Collaborate with the founder

Fundraising and Development

- Ensure that the flow of funds to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- Expand local revenue generating and fundraising activities to support existing program operations and national expansion while simultaneously retiring building debt.

HO'ŌLA NĀ PUA EXECUTIVE DIRECTOR

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Program Development

- Rationalize the delivery of programs through new and existing partnerships.
- Increase efficiencies and consistency throughout the organization by ensuring the development and implementation of impactful programs, comprehensive services, and highly regarded organizational branding.

Planning and Development:

- Design the statewide service capacity and complete the strategic business planning process for the program update, expansion, and contemporary relevancy.
- Build partnerships nationally, establishing relationships with funders and political and community leaders.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

QUALIFICATIONS

- 5+ years executive management, with proven leadership, coaching, and relationship management experience.
- Bachelor's degree in Advanced Health Services, or related field.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams; set and achieve strategic objectives; and manage a budget.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, business development, and fundraising acumen with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

HOW TO APPLY

Qualified applicants should submit the following, addressed to Ho'ōla Nā Pua Search Committee, c/o Inkinen Executive Search, via email to executives@inkinen.com by **November 25, 2022**:

- Cover Letter - expressing the reason for your interest in Ho'ōla Nā Pua, and how your skills and experiences match the Executive Director role.
- Resume