



Position Title: President and Chief Executive Officer

Position Summary: The President & CEO provides integrity in leadership and management of Hawai'i Alliance of Nonprofit Organizations so that it is effective in meeting its mission to unite and strengthen the nonprofit sector as a collective force to improve the quality of life in Hawai'i.

The President & CEO reports to an engaged and motivated HANO Board of Directors that sets broad policy, provides governance, offers guidance and vision, while empowering the President & CEO to define the direction of and lead the organization. The President & CEO is also responsible for developing and implementing a comprehensive overall strategy for achieving the organizational goals established by the board and is responsible for managing HANO staff and all other HANO assets, as well as supporting and balancing the needs of member nonprofit organizations.

Responsible to: The Board of Directors

Position Description

Board

- Liaises with the board and staff at board, committee and staff meetings
- Acts as an ex-officio, non-voting member of the board and all board its committees

Staff

- Hires, supervises, supports, evaluates, disciplines and discharges staff as necessary
- Develops organizational structures, systems, and operations.
- Maintains written personnel policies in conjunction with HANO's outsourced PEO partner.
- Delegates authority and responsibility to staff through written job descriptions.

Operations and Compliance

- Develops, manages and monitors financial and programmatic operations; assures financial and program service reporting, including appropriate comparisons to an annual budget approved by the board.
- Maintains compliance with laws and regulations and cooperative relations with governmental authorities.

Essential Duties and Responsibilities

Board

1. Works collaboratively with the board to develop strategies and partnerships that advance the HANO mission to unite and strengthen the nonprofit sector as a collective force to improve the quality of life in Hawai'i, through technical assistance and training services; leadership and convening; advocacy and public policy; research and information; communications and time- and money-saving member benefits.
2. Maintains open and timely communication with the Chair and other board members as needed, providing information and recommendations necessary for the Board of Directors to make informed decisions on policies, procedures and new initiatives.
3. Works with the board's Nominating Committee to recruit and orient new board members as needed and make recommendations on committee assignments.
4. Works with the board to ensure that adequate financial resources exist to support HANO's mission. Responsible for:
 - developing fundraising plans,
 - identifying and pursuing grant and business partnership opportunities,
 - drawing proposals and meeting with foundation staff, business leaders and elected officials to generate revenue opportunities.

Staff

1. Responsible for hiring, orienting, training and developing HANO staff and maintaining a work environment that promotes and supports staff morale.
2. Works closely with HANO's PEO partner to ensure compliance with state and federal labor laws and adherence to best practices for human resource management familiar with state and federal employment laws.
3. Responsible for annual or periodic staff performance reviews and discipline when necessary.

Program, Operations, and Finance

1. Directs, administers and evaluates the planning, preparation and delivery of all HANO programs.
2. Responsible for preparing an annual operating budget, ensuring an annual financial audit is completed and directing all other HANO fiscal operations, including, but not limited to, monthly financial statements.
 - Assures HANO is fully compliant with accounting standards and is responsible for all HANO assets and property.
3. Is knowledgeable about issues and trends affecting HANO members and the nonprofit sector.
 - Responsible for meeting and discussing these matters with elected officials, business leaders and the media, as necessary.
4. Maintains open communication with HANO members, the public, elected officials, business leaders, other agencies and the media on matters of common interest. Acts as liaison and spokesperson for HANO with the community in general.

Minimum Qualifications

1. A Bachelor's degree or equivalent combination of education and experience as a manager or active board member of a nonprofit organization. Previous work experience is preferred
2. Strong relationship-building skills with and working knowledge of state, federal, county and city government and how they operate administratively, legally and financially.
3. Ability to create and deliver programs that will support HANO and its members.
4. Demonstrate proven skills in developing a strategic vision through a planning process that can properly address the diverse needs of multiple constituencies.
5. Experience in fiscal management, human resource development, legal compliance and other fiduciary responsibilities.
6. Demonstrated ability to connect with the local business community to gain financial and other support to benefit HANO and its membership.
7. Demonstrated ability to develop new streams of revenue through grant writing, fund raising, increasing membership or other ventures.
8. Ability to align with and uphold and support HANO organizational values and vision.

Desired Qualities:**Strong Leadership and Management Skills**

- Use the lens of diversity, equity and inclusion to inform all actions.
- Well-developed leadership skills, including the capacity to build relationships, motivate others and interpret HANO's mission and activities to the broader community, potential donors, other service agencies and partners.
- Is proactive; has a creative drive, tact, vision and a willingness to innovate to solve problems and deliver services.
- Mission focused and able to articulate how decisions are mission-related.
- Demonstrates strong management and organizational skills and the ability to lead a multi-faceted organization, its board and numerous outside constituencies.
- Ability to manage transitions, staff, budgets, existing and new programs, public relations and the activities of the board.

Strong Relationship-Building and Strategic Skills

- Develops and maintains positive relations and credibility with local funders and excellent relationships and credibility within the nonprofit community.
- Meets the highest standards of ethics and integrity.
- Has a well-developed understanding of nonprofit business models, civic, government and related regulatory forces, and issues that impact the nonprofit community.
- Is entrepreneurial and has the ability to plan and act strategically.
- Can manage multiple projects simultaneously.

Strong Communication Skills and Technological Proficiency

- Demonstrates outstanding communication skills – verbal, written and listening – and the ability to implement effective communications within the organization and to the board and the broader community.