



RMHC HAWAII PRESIDENT – POSITION DESCRIPTION

About Ronald McDonald House Charities Hawaii www.RonaldHouseHawaii.org

Ronald McDonald House Charities Hawaii, Inc. is a 501(c)(3) non-profit organization providing a home-away-from-home for seriously ill children and their families. RMHC Hawaii has been providing programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific region for more than three decades. It operates two residential facilities to assist families that have children with serious health conditions and must fly to Oahu for critical medical treatments not available where they live. Lengths of stay vary depending on diagnosis but can range from several days to several months. The House strives to foster emotional, spiritual, and compassionate support to all who live within—keeping families close to the medical care they need and to each other.

The Opportunity

The President of RMHC Hawaii will lead in a mission-driven environment, providing strong leadership to increase the organization's visibility, funding, and development of programs. The President reports to the Board of Directors and is responsible for guiding the Board in developing the vision and strategy for the organization, and for the successful implementation of that strategy. Together, they will ensure the organization's relevance to the community and RMHC Hawaii's accountability to its constituents. Essential duties and responsibilities of this position include the following:

Strategic Vision and Organizational Leadership

- Collaborates with the Board, senior leadership team, and external stakeholders to create a shared vision for the future of the organization.
- Builds understanding around the mission and develops appropriate goals and strategies to advance that mission.
- Provides creative leadership and direction to the staff and Board in developing and implementing RMHC Hawaii's overall vision, structure, and direction as a leader in child and family services.
- Directs administrative management of the organization with respect to business operations, regulatory affairs, risk management and policies and systems that support financial control and stability.

Internal and External Teambuilding

- Motivates and promotes a culture that reflects RMHC Hawaii's core values. Supports a work environment based on teamwork, mutual respect, open communication and a common purpose.
- Sets clear and achievable expectations for staff with well-designed job descriptions, training programs, personal goal setting, professional development opportunities, and a well-managed employee review system.
- Actively develops and builds strong collaborative relationships with leadership of partner hospitals and agencies involved with referrals to RMHC Hawaii's programs.
- Maintains a strong relationship with RMHC's Global office to ensure compliance with standards and national protocols. Collaborate with network of RMHC peers to share best practices.
- Builds and nurtures a relationship with McDonald's and local restaurant Owner/Operators toward a productive, dynamic, and mutually beneficial partnership.

- Serves as RMHC Hawaii's lead spokesperson and advocate.

Finance, Programs and Operational Leadership

- Maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board and per current laws and regulations.
- Stays current on all financial, reporting, and accounting issues that affect the budget, audit, IRS990 and reporting to funding sources.
- Works directly with the Director of Finance on fiscal strategy and oversight; provides program recommendations and financial decisions based on a comprehensive understanding of the organization's overall financial position.
- Sets clear operational goals and standards to make certain the needs of the families are met, and facilities are maintained at the highest levels within budget limitations.
- Assess community need to monitor and determine alignment of programs to need and mission. Confirm relevance to the strategic vision and determine best use of operating capital to achieve the mission.

Fundraising Leadership

- Supervises senior leadership to ensure the organization is operating a creative, successful, well-organized, and diversified fundraising and stewardship program.
- Builds, maintains, and prioritizes new and existing relationships/partnerships with funders, major donors, volunteers, and other stakeholders.
- Collaborates with the development team to develop a fundraising strategy for a multi-year development plan that is clear in its goals, objectives, responsibilities, and timelines.
- Works in collaboration with the Director of Development to identify, cultivate, and solicit major gifts and grants from current stakeholders, and develop strategies to engage new supporters.

Communications, Marketing and Outreach

- Serves as the external principal spokesperson for RMHC Hawaii.
- Collaborates with marketing and communications staff to develop a communications strategy that is relevant to all target markets and keeps stakeholders informed, promotes the organization, and educates the general public about RMHC's mission.
- Seeks opportunities to address audiences at professional organizations, service and civic clubs, speaker presentations, etc. to educate and advocate on behalf of RMHC and position the organization for public support and community engagement.
- Develops an external plan to engage the broader community in the case for support and expanded reach in Hawaii and the Pacific.

Board Relations

- Serves as the key staff person managing and supporting the work of the Board of Directors. Staffs all Board committees, including the Executive and Governance committees, in collaboration with appropriate staff member support.
- Collaborates with the Board Chair in developing a long-term Board agenda and plan.
- Communicates all critical organizational information to the Board and informs them of legal or fiscal issues requiring Board action. Provides updates on matters relating to RMHC programs, development initiatives, operations impacts, and any issues or concerns, as needed.
- Assists with Board development activities and recruitment of new Board members.
- Works with the Board leadership to implement Board decisions.
- Cultivates relationships with each Board member to ascertain and maximize each person's skillset and provide necessary support for effective Board participation.
- Assists Board leadership in developing a culture of significant personal giving and communicating the importance of Board involvement in fundraising and capital campaign success.

Background and Experience

- Bachelor's degree (graduate degree preferred) with 10 years of executive leadership experience managing teams, resources, and community partnerships and alliances.
- An excellent communicator with the ability to engage, inspire, and educate as a public speaker and presenter, in meetings and in written form.
- Success in acquiring/stewarding significant gifts, with experience in multiple aspects of fundraising including individual, corporate, major and planned gifts, annual and capital campaigns, events and grants.
- Demonstrated success as an organizational leader responsible for collaborating on strategic vision, and managing organizational growth and change.
- Solid understanding of business and fundraising trends in the not-for-profit community.

Core Competencies Include

- Inspires and motivates others
- Displays integrity and honesty
- Communicates powerfully and prolifically
- Driven, goal-directed and results-oriented
- Creates a vision and establishes direction
- Solves problems and analyzes issues
- Exceptional interpersonal skills
- A proven track record of building a diverse, inclusive, and competent workforce

The candidate of choice will be a well-rounded executive with experience in a senior strategic leadership role and a demonstrated record of success in leading a high performing organization(s). The President will be responsible for building on the RMHC brand by further developing the organization's vision, and achieving its goals of financial stability, community engagement, and enhancing the impact of its programs.

Expectations

This is a full-time, exempt position and requires an individual who can effectively handle multi-tasking and work hands-on alongside staff, volunteers, mission partners, and the Board. He/she leads a staff of 20, provides direct oversight, coaching and development to a four-person Senior Management Team, and must be available to work evenings and weekends, or on call as needed. The President oversees an annual operating budget of \$2 million and assets over \$18 million, and has full operational authority over all RMHC Hawaii programs.

HOW TO APPLY

Please submit the following, addressed to Ronald McDonald House Hawaii Search Committee, c/o Inkinen Executive Search, via email to executives@inkinen.com with the subject line "Ronald McDonald House Hawaii President Search" by Friday, December 1st, 2023:

- Cover Letter – expressing the reason for your interest in Ronald McDonald House Hawaii, and how your skills and experiences match the President role.
- Resume