



Job Title:	Executive Director
Department:	Administration Department
Reports To:	Board of Directors
FLSA Status:	Exempt
Last Review Date:	January 2024
Approved By:	Human Resources
Approved Date:	TBD

POSITION SUMMARY

The Executive Director (ED), Kuhikuhina Nui, mindful of the values of aloha at the birthing of EPIC 'Ohana Inc. (EPIC), shall be responsible for assuring that EPIC, has a long-range vision and strategy that achieves its mission and has the fiscal and human resources to successfully implement that vision and strategy. The ED is responsible for EPIC's administration, operations, and programs. The ED reports to the Board of Directors and is responsible for maintaining EPIC's key relationships in Hawai'i and nationally; for embracing and modeling EPIC's values; and for authentically representing EPIC on local, state, and national collaborative endeavors. In all activities, the ED is mindful that they are a steward of the culture of the organization and the well-being of the families, children, and young people EPIC serves.

The ED must demonstrate an active commitment to EPIC's mission and vision and strive to incorporate EPIC's values in all aspects of daily work. The ED is responsible for carrying out the mission and working with the Board of Directors to develop and implement the organization's strategic plan, and to honor these commitments and embed them in all aspects of our work:

- Being Trauma Effective in our policies, procedures, and practices
- Integrating Native Hawaiian Values in our programs and our work
- Uplifting Lived Experience in systems impacting children and families

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Organizational Operations**
 - Provide leadership with Aloha as stated in H.R.S. §5-7.5.
 - Lead by envisioning, developing, and implementing program, organizational and financial plans with the Board of Directors and staff.
 - Maintain consistent and open communications with the Board, thereby ensuring that EPIC's board is kept fully informed about the condition of the organization and all-important factors influencing it.
 - Respond to concerns from within the organization and externally.
 - Manage and evaluate all programs and services provided by EPIC 'Ohana, ensuring they align with the organization's mission and meet the needs of the community
 - Facilitate Board engagement and development, attend Board meetings, and produce comprehensive reports.
 - Demonstrate agility and adaptability to respond to and address emergency situations.



- **Funding & Fiscal Management**
 - Ensure that EPIC excels in the fulfillment of and compliance with all legal and contractual obligations and other requirements mandated by state and federal contracts, and related to grants, gifts, and all fund-raising activities.
 - Oversee the fiscal management of the organization and supervision of accounting and audit services.
 - Develop and maintain sound financial practices.
 - Support fundraising and grant writing efforts to ensure financial sustainability for the organization.

- **Collaboration & Communication**
 - Establish positive, collaborative working relationships and cooperative arrangements with the Department of Human Services, other government entities, elected officials, grantors, funders, staff members, community partners, families, and young people.
 - Serve as the ambassador of communication and public relations for EPIC to ensure the community, funders, and the general-public support and advance the organization's activities, programs, and goals.

- **Programming & Systemic Reform/Change**
 - Lift up the voices of underserved populations.
 - Keep the organization aware of child welfare best practices from national and international sources.
 - Uphold EPIC's role as a convenor, connector, and trainer related to community-based initiatives to improve systems for families and children.
 - Initiate, lead, and incubate collaborative efforts to create and innovate programs and models that advance system change and positive outcomes for children and families.

- **Staffing, Leadership, & Organizational Culture**
 - Recruit, employ, develop, and release personnel, and be responsible for all related human resources activities.
 - Ensure an effective management team, with appropriate provision for succession, is in place.
 - Oversee and participate in the training of the organization's staff.
 - Support and promote well-trained, competent, motivated staff.
 - Maintain an organizational climate that attracts, keeps, and inspires a diverse staff of competent and positively motivated people who support the organization's values and mission.

- **Other Duties & Functions**
 - Perform other related duties as required and assigned.
 - Regular in-person attendance in the office and at meetings and events is required.
 - Responsible for awareness and adherence to all company and safety policies and procedures.



- Attend and participate in training courses, all staff meetings, and individual supervision, as scheduled.
- Recommend improvements and/or enhancements of job processes and work environment to ensure high-quality levels of service deliverables, plus address appropriate needs with the Board of Directors in a timely manner.

MINIMUM QUALIFICATIONS

- Graduate degree in Social Work, Psychology, Human Services, Law, Business Administration, Public Administration, or related field from an accredited institution of higher learning.
- A minimum of five to seven years of organizational management and supervisory experience in a social service environment.
- Embody the Aloha Spirit.
- Ability to connect with people, communicate the mission of the organization, and incorporate the values of the organization.
- Ability to speak effectively before groups, conduct training and testify at the legislature.
- Excellent written and verbal communication skills.
- Knowledge and experience with accounting, budgeting, fiscal management, and reading financial reports.
- Team player with a positive attitude and the ability to interact with all levels of the organization.
- High degree of professionalism and maturity.
- Decisive and able to make tough decisions as required.
- Committed to quality and performance improvement.
- Ability to maintain an ethical, responsible, and professional attitude and demeanor under all circumstances in person, by phone, e-mail, and correspondence, in order to effectively and efficiently engage and maintain working relationships with staff, management, vendors, and community partners.
- Successful criminal and child abuse and neglect background clearance as required by state regulations for those who work with children and families in the Child Welfare System.

HOW TO APPLY

Please submit the following, addressed to EPIC 'Ohana Search Committee, c/o Inkinen Executive Search, via email to executives@inkinen.com by, **Friday, March 15, 2024**:

- Cover Letter - expressing the reason for your interest in Epic 'Ohana, and how your skills and experiences match the Executive Director role.
- Resume

For detailed information, please visit <https://www.inkinen.com/epic-ed/>