



## Job Description **EXECUTIVE DIRECTOR**

### **ABOUT THE ORGANIZATION**

[about.waiolinuhou.com](http://about.waiolinuhou.com)

Waioli Corporation is a non-profit membership organization formed in 1975 by Miss Mabel Wilcox to oversee the management of historic sites on Kauai, serving island residents and visitors through tours of the Grove Farm Homestead Museum, Waioli Mission House and Mahamoku, three historic house museums each of which is listed on the National Register of Historic Places. It also preserves a 1943 locomotive roundhouse, which houses the museum's collection of original operating Kauai sugar plantation narrow gauge steam locomotives, and in another location an interactive learning park where visitors and school children participate in routine locomotive "fire-ups" and educational tours. These historic sites collectively represent roughly 180 acres of property and improvements.

### **OVERVIEW**

The Executive Director reports to the Board of Directors for Waioli Corporation a 501(c)(3) nonprofit membership organization and Nuhou Corporation a 509(a)(3) non-profit supporting organization), provides input for Board governance and policy-setting, ensures compliance with established policies, regulations and professional business as well as museum and preservation standards and practices, and participates in setting strategic direction for the organization. With the input and approval of the Boards of Directors, the Executive Director develops annual operating plans, setting clear direction and actionable goals consistent with the mission and organizational strategic plans.

### **RESPONSIBILITIES**

#### **Strategy, Planning and Evaluation**

- Facilitate the development of strategic and operational plans including vision, goals, objectives, implementing actions, accountabilities, timelines, performance standards and indicators of progress.
- Implement systems for tracking progress and taking course corrective action when measures indicate that progress is not being achieved.

#### **Administration and Human Resources**

- Foster enthusiastic support among staff and trustees for the history and current mission of Waioli and Nuhou Corporations.
- Oversee staff and ensure efficient, cost-effective operations.
- Provide leadership, clear direction, open communication and support to staff.
- Comply with all laws, regulations, policies and procedures.
- Recruit, hire, develop, manage and retain qualified, productive staff.
- Develop and maintain high morale.
- Secure well qualified professional services as needed.
- Act as a liaison with external legal, accounting, and investment services.

#### **Board and Member Relations**

- Provide all information necessary for effective Board governance. Advise the Board on policy matters; serve as ex-officio on all Board committees; and work cooperatively with

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the Board to carry out policies and achieve goals, through clearly delineated governance and management roles.

- Maintain effective communications with the Board through regular reports on museum operations and activities.
- Maintain effective communications with members, including sharing organizational highlights, opportunities for volunteering, and invitations to meetings and events and solicitation for feedback.

### **Resource Development and Financial Management**

- Produce an annual budget and funding plan for Board approval.
- Maintain sound financial management and reporting practices.
- Design and implement a public-private resource development strategy that provides ample support for operations, programs and projects.
- Identify relevant local, state and national funding sources, prepare grant requests, fulfill grant reporting requirements and maintain positive relationships with donors.
- Preservation and Asset Management
- Oversee the preservation and curatorial care of the authentic buildings, collections and landscapes in their original arrangements as they were situated and used by the Wilcox family residents at the historic properties.
- Manage all Waioli and Nuhou Corporations' assets, including land, buildings and collections.

### **Programs and Evaluation**

- Oversee and support the development, design, delivery and evaluation of programs, exhibits, events and services, ensuring that they are aligned with the museums' overall strategic plan, goals and objectives.
- Support research and publications related to the mission of the organization.
- Facilitate the implementation of projects, forming and working with advisory committees as appropriate.

### **Promotion and Community Outreach**

- Oversee and support the development, design, delivery and evaluation of programs, exhibits, events and services, ensuring that they are aligned with the museums' overall strategic plan, goals and objectives.
- Represent the museums in collaboration with other non-profit cultural and educational organizations and serve as an advocate for museums and historic preservation in the community.
- Plan and lead outreach efforts to educate community organizations, businesses and government about the museums' mission, goals and programs.
- Act as a liaison with Kauai Community College, local schools and other Kauai museums and non-profit organizations.
- Promote the museums' visibility and welfare through participation and membership in community activities that are aligned with the museums' mission and vision.
- Oversee the execution of marketing and media relations.

- Represent the museums in all media relations and external inquiries by participating in interviews, public events and all other media-type engagements.
- Oversee event planning.
- Maintain excellent relations with potential partners.

## **QUALIFICATIONS**

- Demonstrated leadership experience in a professional setting, including the ability to lead diverse staff members to achieve established goals
- Management experience of successful museum or similar organization preferred but not required
- Strong planning skills and collaborative experience
- Strong fiscal management and fundraising experience
- Strong and effective written and verbal communication skills
- Excellent interpersonal skills
- Experience working in a highly diverse multicultural environment work force
- Curatorial and research experience a plus
- Advanced degree in a museum related field of study preferred
- Professional experience in Hawaii/Kauai
- Working knowledge of current professional standards for museums with historic buildings and cultural landscapes
- Knowledgeable about developing educational programs and utilizing the organization's assets
- Skills in a wide range of software programs
- Experience with legal issues related to property management
- Uses an action-oriented, entrepreneurial, adaptable and innovative approach to business planning

## **HOW TO APPLY**

Please submit the following, addressed to Waioli - Nuhou Search Committee, c/o Inkinen Executive Search, via email to [executives@inkinen.com](mailto:executives@inkinen.com) by **May 24, 2024**:

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