



Job Description EXECUTIVE DIRECTOR

OVERVIEW

A strategic-thinking and engaging individual to lead our team of hard-working and dedicated professionals. The Executive Director (ED) oversees all operations, functions and activities of Pacific Resource Partnership, the market recovery program of the Hawaii Regional Council of Carpenters (HRCC) and its signatory contractors. The ED reports directly to the Trustees of the Hawaii Carpenters Market Recovery Program Fund.

RESPONSIBILITIES

- Develop and execute a strategic business development plan to drive growth for HRCC and its signatory contractors.
- Promote compliance with enforcement, fair contracting and fair labor standards for construction awarded to non-union contractors.
- Understand Hawaii's construction, business, economic and political landscape and identify strategic opportunities and threats.
- Establish deep relationships with government, business and community leaders; understand their goals and motivations.
- Review reports to determine progress and status in achieving objectives and revising plans in accordance with current conditions.
- Evaluate and provide periodic status reports to the Board of Trustees, HRCC and the various management associations concerning the market conditions and trends occurring in Hawaii's construction industry.
- Represent PRP on key legislative issues and at formal functions.
- Establish operational procedures, rules and standards relating to PRP.
- Take on leadership positions on various boards, committees or organizations that have a direct or indirect impact on PRP's goals and objectives.
- Develop and manage PRP's annual budget.
- Hire and manage PRP staff.

QUALIFICATIONS

- An influential leader with the ability to motivate and empower employees.
- Able to influence and build relationships with people across all levels and organizations.
- Able to organize resources and establish priorities; develop, plan and implement short- and long- term goals.
- Able to quantitatively analyze reports and information.
- Excellent oral and written communication skills.
- Able to analyze and revise operating procedures and practices to improve efficiency.
- Bachelor's Degree, preferably in business, communications or another field relevant to this role and responsibility.
- 10 years of work experience in a field relevant to this role and responsibility.
- 5 years of management experience.
- Proficient in Microsoft Office programs.