



POSITION OVERVIEW

In conjunction with the Board of Directors, the Executive Director is responsible for providing organizational vision, inspiration, and a clear sense of mission and values. The director assures the overall effectiveness, health, and spirit of Hawai'i Appleseed (HA), as well as the quality and impact of its work. The primary responsibilities of the director are:

- Working with the HA Board of Directors to lead the evolution and top-level implementation of HA's strategic plan;
- Building a healthy, effective, and pono culture at HA;
- Building relationships with funders, community leaders, partners, and decision makers that will help HA to advance its mission;
- Ensuring HA's financial stability, working closely with HA's Development Director on development and fundraising;
- Provide supervision and oversight of HA personnel, staff, consultants and key vendors;
- Serving as a spokesperson for the organization with the press and the public.

DETAILED DUTIES AND RESPONSIBILITIES

The following duties and responsibilities reflect those the director will be asked to perform:

1. Strategic Planning and Leadership

- Works closely with the Board of Directors, with support and input from HA staff, to lead the evolution and top-level implementation of HA's strategic plan.
- Leads the building of a healthy, effective, and pono culture at HA that is aligned with HA's core values.
- Ensures effective involvement of the Board of Directors and brings appropriate matters before the Board for input, review, or approval.
- Ensures that the Board is given accurate and timely information on the state of HA finances.
- In conjunction with other staff as appropriate, organizes Board activities and committee meetings.
- Appoints HA staff to serve as liaison to Board committees.

2. Program Administration and Management

- Oversees organizational development and strategic planning, including capacity building.
- Monitors financial status of organization and directs expenditure adjustments to assure fiscal health.
- Reviews, approves, and provides input on important decisions related to organizational structure and operations.
- Oversees the direction, recruitment, employment and motivation of qualified personnel and consultants to undertake HA's mission, and assures adequate and current personnel policies.
- Ensures effective management, utilization, and professional growth of HA staff.
- Ensures compliance with all requirements necessary for the lawful and prudent functioning of a non-profit organization including tax filings, lobbying reports, insurance and lease renewals, and adherence to employment laws.



3. Resource Development

- Works with the Development Director and Board to craft HA's long-term and annual development plan.
- Cultivates relationships with foundation representatives and other major donors, including foundations, corporations, and individuals.
- Oversees key development activities including grants management, donor outreach and fundraisers.

4. External Relations

- Identifies and fosters relationships with coalition partners, community leaders and other stakeholders.
- Participates in fostering the work of HA-driven coalitions.
- Responds to requests for information from policy makers, media, and other stakeholders.
- Writes and delivers speeches and presentations in various venues.
- Represents HA at conferences and other relevant functions.
- Maintains national contacts with related organizations.
- Oversees the planning of conferences/forums with organizational partners.

5. Media Contacts/Presence

- Works with Communications Director to keep press informed on and encourages coverage of issues key to HA values and agenda.
- Responds to high-level media calls (that are not more appropriately covered by issue-area experts).

6. Research and Writing

- Works with the Deputy Director to lead the development of HA's research and advocacy priorities and agenda.
- Stays current on literature and activities related to HA's focus areas.
- Designs HA projects, in collaboration with other research staff and other partners as appropriate.
- Supports research and writing on substantive policy issues as necessary.

7. Public Policy and Advocacy

- In conjunction with the Deputy Director, builds relationships with various policymakers, opinion leaders, and others involved in the legislative process.
- Oversees the Deputy Director in carrying out HA's legislative efforts.
- Writes and presents legislative analysis, critique, and testimony as needed, where not more appropriately covered by issue-area experts



SUPERVISOR

- The Executive Director reports and is accountable to the Board of Directors.

DIRECT REPORTS

- Deputy Director
- Development Director
- Communications Director

CORE COMPETENCIES

- Commitment
 - A commitment to HA's mission of advocating for economic justice for and with Hawai'i's people, helping support a thriving Hawai'i that reflects Hawai'i's deep cultural values of social responsibility and care for community, people and place.
- Strategic Leadership
 - Holds a clear vision for the organization which is shared by the board and staff.
 - Demonstrates the ability to lead the organization toward the shared vision.
 - Distinguishes and articulates connection between personal and organizational vision.
 - Keeps an awareness of the organization as a whole as well as the complexity of its parts.
 - Understands Hawai'i's unique social, political, cultural, and systemic issues that affect policy and the well-being of marginalized communities
- Management of staff
 - Builds meaningful partnerships with individuals
 - Manages divergent needs and wants within the organization
 - Develops a environment that ensures adherence to HA's values and fosters empowerment within the organization
 - Oversees staff development
 - Practices and supports coaching and mentoring of staff
- Effective Communications
 - Is able to write clearly and succinctly in a variety of communication settings and styles
 - Can get messages across that have the desired effect
 - Fosters and sustains internal/external relationships
 - Demonstrates an adaptive communications style suitable for a wide range of individuals
 - Actively listens to seek clarification and understanding
 - Considers other viewpoints



- Navigating Relationships & Political Savvy
 - Can negotiate skillfully in tough situations with both internal and external groups without damaging relationships
 - Can be both direct and forceful as well as diplomatic
 - Gains trust quickly of other stakeholders
 - Has a good sense of timing
 - Can maneuver through complex political situations effectively
 - Sensitive to how people and organizations function
 - Anticipates where the land mines are and plans the approach accordingly
- Perseverance
 - Pursues priorities with energy
 - Seldom gives up before finishing, especially in the face of resistance or setbacks
 - Evaluates program for strategic effectiveness and adapts as needed due to external dynamics
- Priority Setting
 - Spends time on what's important
 - Identifies the most timely, critical tasks
 - Eliminates roadblocks and creates focus
- Problem Solving
 - Uses logic and methods to solve difficult problems with effective solutions
 - Probes all sources for answers
 - Looks beyond the obvious and doesn't stop at the first answers
- Subject Matter Expertise
 - Possesses subject matter expertise in the field of economic justice and associated issues such as income inequality, affordability, and infrastructure
 - Develops and maintains an understanding of HA core issue areas such as housing, taxation, labor, food equity, and transportation through an equity approach and justice foundation
 - Develops and maintains familiarity with State of Hawai'i economics, local governing, and broader economic strategies that impact Hawai'i, its islands, and peoples
- Technical Competence
 - Stays current on information and trends regarding public policy and legislation
 - Interprets and analyzes the latest public policy information and trends