



## Job Description

Position Title: Executive Director

Date: November 21, 2018

FLSA Status: Exempt

Salary Range: TBD

Reports To: Board of Directors

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### Job Summary:

In partnership with the Board of Directors, the Executive Director is responsible for the mission and operations of Na Hoaloha. This position oversees core organizational functions and programs that provide homebound and disabled seniors and their families with volunteer support, transportation services, and connection to resources. Under the ED's leadership, Na Hoaloha strives to be an integral part of a community-wide effort to enable aging in place and reduce social isolation for kupuna across Maui County.

### Essential Duties:

1. Lead a small staff team and large cadre of volunteers to create a community-driven, cost-effective network to support health and well-being of our kupuna in Maui County. Create an organizational culture of trust, respect, compassion, and empathy that drives high quality services that reduce elder social isolation.
2. Oversee the organization's programs that connect elders and their families with community volunteers. This responsibility includes managing a system to respond to requests for assistance from government agencies, social service organizations, and members of the community.
3. Ensure the organization conducts long-term strategic planning and follows shorter-term implementation plans to achieve its goals and continually strive for greater impact.
4. Build and manage a high-functioning team with clearly defined responsibilities and accountability. This human resources oversight encompasses recruiting, hiring, staff development, performance reviews, and employee termination when needed.
5. Ensure the organization has the financial resources by maintaining strong relationships with private and government funders and spearheading fundraising opportunities.
6. Seek out sources of funding that align with the organization's mission, spark new opportunities, support gaps in funding, and write (or oversee the writing of) grant and contract applications.

7. Oversee financial management of the organization through budgeting, bookkeeping and accounting, and financial reporting that meets nonprofit compliance requirements and provides data to inform decisions.
8. Represent the organization at community events at the local, state, and national level; develop opportunities to speak on behalf of the organization and share the mission with a broader audience.
9. Identify opportunities to collaborate with community partners and leverage shared resources to expand or improve services
10. Maintain a working partnership, open communications, and a collaborative relationship with the Board of Directors. This includes attending monthly Board of Directors meetings, sharing program accomplishments, presenting financial reports, and leading organizational strategy discussions.

**Knowledge and Characteristics:**

1. Commitment to the well-being of our kupuna and knowledge of issues facing an aging population; prior experience working with this demographic is favorable.
2. A team orientation and the ability to inspire, lead, and develop people.
3. Demonstrated professionalism and presence, with an ability to engage with variety of people – staff, volunteers, clients, private funders, government agencies, and the general public.
4. Ability to oversee financial systems and understand and interpret financial information.
5. Excellent written and verbal communication skills in a variety of settings; savvy with traditional and social media.
6. Nonprofit sector knowledge, including experience with boards, strategic planning, grant writing, grants management, and audit and compliance requirements.

**Education and Experience:**

1. A Bachelor's degree in Business or related field is required. A Masters degree is preferred.
2. Must have a minimum of 5 years of nonprofit or related management experience.
3. Experience working in Maui County is strongly desired.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

**Please submit your cover letter and resume to [jobs@nahoaloha.org](mailto:jobs@nahoaloha.org) by Friday January 11, 2019.**