

9/18/23 - FINAL

Organizational Director: Hāmākua Youth Center

<https://www.hamakuayouthcenter.org/>

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The Hāmākua Youth Foundation’s Center seeks a dynamic collaborative leader to join our small but mighty team as we advance plans to stabilize and grow our 20-year old Youth Center in Honoka’a, Hawai’i Island. Our new Organizational Director must be experienced in nonprofit administration and staff management, with a deep commitment to nourishing and supporting Native Hawaiian culture as a core component of our mission.

The Organizational Director (OD) for the Hāmākua Youth Center (HYC) is the key administrative, operations and fundraising management position for the organization, and is responsible for overseeing daily operations and the execution of our strategic plan. Primary duties include administration, fiscal management, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors (BOD), partners with the Program Director, and oversees the work of administrative & operations staff and contractors.

Click here for full job description:

30-35 hrs./week to start. Hours and compensation may increase with time.

\$55,000-\$65,000 DOE

Paid vacation and health benefits

Submissions must include cover letter, resume, list of 2 personal and 2 professional references

Email to: board@hamakuayouthcenter.org

Hamakua Youth Center Organizational Director Job Description

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Position Summary

The Organizational Director (OD) for the Hāmākua Youth Center (HYC) is a key administrative, operations and fundraising management position. The OD is responsible for overseeing the execution of the strategic plan of the organization. Other key duties include administration, fiscal management, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors (BOD), partners with the Program Director, and oversees the work of administrative and project and financial staff and contractors.

General Responsibilities:

- Work directly with the BOD to fulfill HYC’s mission through programs and community outreach
- Financial Management and Sustainability – oversees accounting, bookkeeping and financial reporting.
- Development/Fundraising – leads fundraising strategy and execution, overseeing staff and contractors to develop resources sufficient to ensure the financial health of HYF.
- HYC Strategic Planning - works with Board and Staff to ensure that there is a plan for the near/mid/long term sustainability and efficacy of the organization.
- Operations – works closely with the Program Director to oversee and implement appropriate resources and efforts to ensure that the operations and programs of HYC are effective, in compliance, and on budget, including managing the culture and efficacy of the Center/workplace.

Specific responsibilities (in collaboration with BOD, Program Director, and Staff):

- Plan and ensure approval and management of annual budget.
- Lead fundraising efforts, including managing development staff, BOD committee work, and cultivating & managing relationships with key institutional and individual funders.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serve as HYC's primary and co-spokesperson to the organization's constituents, funders, partners, the media, and the general public.
- Supervise administrative/operations/development and financial staff.
- Oversee general compliance and HR for operations, employees and programs.
- Initiate and participate in Performance Reviews of staff under their purview.
- Responsible for driving strategic planning and implementation.
- Responsible for drafting, integrating input, distributing BOD meeting agendas.
- Oversee marketing and other communication efforts.
- Review and approve contracts for services from vendors and contractors.
- Other duties as assigned by the BOD.

Interface with Program Director

- Meet at least weekly to review and plan for current and future activities.
- Keep the PD informed of all decisions that could affect the outcomes of Center operations and programs in a timely manner.
- Respond to PD's requests for information in a timely manner.
- Plan for and attend Board of Director (BOD) meetings with PD.
- Provide PD with support in the planning and organizing of special programmatic events.
- Provide HR and collegial support for program staff issues.
- Submit and receive semi-annual peer performance feedback.
- Participate in hiring and HR support for program staff.

Interface with Board of Directors

- Report to and work closely with the BOD to involve them in policy decisions, fundraising, and to increase the overall visibility of the Foundation.
- Attend all regularly scheduled BOD meetings and special meetings as requested.
- Keeps the BOD informed of all decisions and activities that could affect the outcomes of work at the Center, financials, and community issues, in a timely manner.
- Respond to BOD's requests for information in a timely manner.
- Effectively communicate staff issues to BOD as needed; communicate BOD guidance to staff.
- Report on performance reviews and any HR concerns/actions to the Board
- Conduct annual performance review with Board members, including a self-review.

Community Outreach and Interagency Collaboration and Partnerships

- Establish and maintain relationships with peer and partner organizations and utilize those relationships to strategically enhance HYF's mission.

- Make presentations and attend meetings of other community groups and funding agencies.
- Create partnership agreements as needed.
- Support and collaborate with Program Director on community outreach for support of programs.

Fundraising

- Oversee, manage, and report on grants, annual fundraising campaigns and special fundraising events.
- Makes sure that the acknowledgements of donations are sent out in a timely manner.

Desired Knowledge, Skills and Abilities:

- Ability to work independently and be responsible for duties.
- Ability to work effectively and harmoniously with BOD, PD, staff, contractors, parents, partners, funders, and community representatives.
- Experience in effectively representing organizational priorities in the community, and at meetings and special events.
- Deep sensitivity to the multi-cultural composition of the Hamakua Community, and knowledge of the community's history and resources.
- Sensitivity in resolving interpersonal and intercultural conflicts and skill in the practice of culturally appropriate techniques relating to conflict resolution.
- Ability to effectively communicate orally, in person and in writing.
- Display strong, transparent leadership ability with high integrity to partner with PD and manage staff.
- Knowledge of nonprofit regulations, government safety and compliance standards and regulations.
- Microsoft Word and Excel proficient. Quickbooks proficiency desired.
- Solid budget management skills including overseeing budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, facility management, and task prioritization and facilitation.
- Ability to convey a vision of the organization's strategic/aspirational future to Staff, Board, volunteers, and donors.

Education and Experience

- Minimum of a Bachelor's degree in a relevant field. Master's degree desirable. Equivalent experience will be considered.
- A minimum of five years of nonprofit director level management experience.
- Experience in community project(s) including diverse age groups, community agencies and community connections.
- All Center employees must be First Aid and CPR certified, and complete TB clearance within the first three months of hiring.
- All Center employees must pass drug screening and a background check.

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