



KAPOLEI COMMUNITY DEVELOPMENT CORPORATION (KCDC)

EXECUTIVE DIRECTOR POSITION

The Executive Director is the key management leader of KCDC who is responsible for overseeing the administration, programs, services, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) **Board Governance:** Works with board in order to fulfill the organizations' mission.
 - Lead KCDC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Communicate effectively with the Board and provide in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - Coordinate the delivery of board training bi-annually
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Fundraise and develop other revenues necessary to support KCDC's mission.
 - Insure fiscal integrity of KCDC to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Plan and operate fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Develop and implement an audit and compliance review plan.
- 3) **Organization Mission and Strategy:** Works with board to ensure that the mission is fulfilled through programs and services, strategic planning, and community outreach.
 - Implement KCDC's programs and services that carry out the organization's mission.
 - Plan, develop and implement strategic planning to ensure that KCDC can successfully fulfill its' mission into the future.
 - Serve as KCDC's primary spokesperson, enhance KCDC's image by being active and visible in the community, working closely with homestead beneficiaries, civic and other organizations to develop partnerships.
 - Oversees marketing and technology tools to increase and improve communication with homestead beneficiaries.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operation of the organization are effective, efficient.
 - Establish employment, administrative, and operation policies and procedures for all functions of the day-to-day operation of KCDC or coordinate with a staffing service.
 - Hire, supervise, and retain competent, qualified, and productive staff, contractors, and vendors.
 - Ensure compliance with city, state, and federal laws applicable to the day-to-day operation of KCDC.

ADDITIONAL RESPONSIBILITIES

- 1) Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
- 2) Perform other duties as assigned by the Board of Directors.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration
- Minimum of 5 years serving as a nonprofit organizational leader with expertise in overseeing business and finance operations, strategic planning, and working with a Board of Directors.
- Strong business sense and a history of providing administrative leadership and operational success managing multiple functions.
- Proven experience executing organization growth and leading a similar successful business, nonprofit and/or social enterprise.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented committees.
- Ability to monitor and manage complex compliance and risk management needs.

DEMONSTRATED SKILLS AND CAPACITY

- Outstanding project manager with the ability to plan, manage, and communicate effectively with others to achieve objectives and meet deadlines.
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills.
- Models relationship-building skills in all interactions for collaborative decision-making with homestead beneficiaries, staff, volunteers, partners, and the community.
- Exceptional problem-solving skills, with the maturity and flexibility to work effectively with stakeholders at all levels from a wide range of disciplines.
- Integration of Hawaiian values and culture in daily work ethics.
- Proven ability to integrate Hawaiian values and culture at all levels.
- Collaborative approach to executive leadership, and the ability to work effectively with cross functional committees to meet goals and drive growth, impact, and organizational performance.
- Keen understanding of financial and accounting systems for budgeting, tracking, projecting, and reporting.
- Solid grasp of data tracking and analysis to create effective reports to support strategic decision-making.
- Strong ability to build efficient systems to carry things forward; High rate of on-time project completion and success; adept in making good judgments and quick decisions.

Salary commensurate with work experience.