



Job Title: Executive Director

Summary of Organization:

Hawaii Holding and Investments(HHI) is an limited liability subsidiary of the Council for Native Hawaiian Advancement(CNHA)

Mission:

As a subsidiary of the Council for Native Hawaiian Advancement (CNHA), HHI exists to drive financial success with a singular purpose: to generate revenue that empowers and advances the vital mission of CNHA, dedicated to uplifting Native Hawaiians and building a more equitable and sustainable future for Hawai'i.

Job Description:

The Executive Director is responsible for overseeing the strategic direction, operations, and financial performance of the company. This role requires a strong business acumen, executive leadership skills, and an understanding of the non-profit and for-profit sectors. The Executive Director will work closely with its board, and other stakeholders to ensure the company successfully support its mission.

Responsibilities:

Strategic Planning and Execution:

- Develop and implement a comprehensive strategic plan for the subsidiary, aligned with the non-profit's overall goals and objectives.
- Identify new business opportunities, partnerships, and revenue streams to drive growth and profitability.
- Monitor industry trends, market conditions, and competitive landscape to make informed business decisions.

Financial Management:

- Develop and manage the subsidiary's annual budget, ensuring financial sustainability and profitability.
- Monitor financial performance, analyze variances, and implement corrective actions as needed.
- Oversee financial reporting, including regular financial statements, forecasts, and cash flow analysis.

Operations and Business Development:

- Lead and manage day-to-day operations, ensuring efficient and effective delivery of products or services.
- Develop and implement operational policies, procedures, and systems to optimize performance and productivity.
- Identify and pursue new business opportunities, partnerships, and markets to expand the subsidiary's reach and impact.

Stakeholder Engagement:

- Collaborate with the non-profit's board of directors, executive team, and other stakeholders to align the subsidiary's activities with the non-profit's mission and values.
- Build and maintain relationships with key stakeholders, including clients, customers, partners, and vendors.
- Represent the subsidiary at industry events, conferences, and meetings to enhance its visibility and reputation.

Team Leadership and Management:

- Recruit, develop, and manage a high-performing team, fostering a culture of collaboration, innovation, and excellence.
- Provide guidance, support, and mentorship to staff, promoting professional growth and development.
- Set performance goals, conduct regular performance evaluations, and implement strategies to enhance team performance.

Qualifications:

- Bachelor's degree in business administration, management, or a related field (Master's degree preferred).
- Proven experience in a senior leadership role, preferably as an executive director or general manager.
- Strong understanding of both non-profit and for-profit sectors, including financial management, business development, and strategic planning.
- Excellent leadership and management skills, with the ability to inspire and motivate a diverse team.
- Exceptional communication and interpersonal skills, with the ability to build relationships and engage stakeholders effectively.
- Demonstrated ability to drive growth, profitability, and operational excellence.
- Knowledge of relevant industry trends, regulations, and best practices.
- Strong analytical and problem-solving abilities.
- Commitment to the non-profit's mission and values.

This job description is a general overview and may be subject to change based on the specific needs and requirements of the organization.