

Position Description

Title: Program Director

Division: Kilohana

Reports to: Destination Stewardship Director

Travel: Travels in-state and out-of-state as required

Status: Salaried, Exempt

Standard Work Hours: M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:

Reporting to the Destination Stewardship Director, the Program Director will be responsible for managing and overseeing all aspects of the funding opportunities program under the Destination Stewardship RFP with the Hawai'i Tourism Authority (HTA). The role will be responsible for program execution, monitoring, and evaluation of the projects that fall under HTA's statewide Signature Events, Community Enrichment, Kukulu Ola, Kahu Aina, Resort Area Hawaiian Cultural Initiatives, and Smart Tourism programs.

DUTIES, RESPONSIBILITIES, and EXPECTATIONS:

Duties and responsibilities include, but are not limited to the following:

- Oversee the program application and selection process, ensuring a fair, equitable, competitive, and transparent procedure.
- Monitor progress of awardees and ensure they meet stipulated objectives and deliverables, maintaining regular contact with recipients.
- Collaborate closely with partner organizations in overseeing program elements and contractual deliverables.
- Participate in the planning and implementation of Technical Assistance programs, providing support to awardees as needed.
- Work closely with the Destination Stewardship Director, Chief Administrator, and Deputy Administrator in the development and execution of the Smart Tourism initiative, aiming to source innovative technologies that will improve Hawai'i's competitive edge in the tourism industry.
- Develop and maintain a robust reporting system to evaluate progress, efficiency, and effectiveness of programs and awardee projects.
- Facilitate communication between awardees, the organization, and relevant stakeholders, providing regular updates on funding opportunities programs.
- Develop a fair, equitable, competitive, and transparent procurement process.
- Create a criterion for awards, in consultation with industry representatives, and coordinating an evaluation committee for the review and eventual awards
- Conducting evaluations and decision-making for awardees, ensuring deliverables are met.
- Communicates regularly with HTA, submitting monthly activity reports and timely responses, as needed
- Provide leadership to staff under the funding opportunities program (ie, program specialists, senior program specialists, etc.)
- Conduct administrative duties relating to staff management under the funding opportunities program
- Participates and performs duties as assigned for CNHA's annual Native Hawaiian Convention.

- Other additional and/or duties as assigned.

PERFORMANCE EXPECTATIONS:

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude.
- Maintains the utmost confidentiality.
- Utilizes excellent verbal and written communication, people skills, and a positive, can-do attitude with co-workers, clients, members, and the community, and in all work product.
- Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
- Flexible and willing to work long hours and possibly weekends.

REQUIRED EDUCATION AND EXPERIENCE:

- Degree in business administration or 3-5 years of work experience with nonprofit administration and grant management.
- An equivalent combination of education and experience is sufficient.
- Prior experience in a management role, as well as familiarity with the specific programs mentioned, is highly desired.

SKILLS REQUIRED:

- Excellent written and verbal communication skills.
- Excellent management and interpersonal skills.
- Strong analytical and problem-solving skills
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Knowledge, understanding and sensitivity to Native Hawaiian issues is preferred.
- Proficiency in using Salesforce platform is preferred

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date