

# Malama Maunalua

## Position Description: Executive Director

***Exciting leadership position with competitive compensation for highly qualified individual.***

### **Overview**

Malama Maunalua, a community-based marine conservation organization in East Oahu, seeks a dynamic Executive Director to lead the organization in its continuing work to restore and conserve Maunalua Bay.

The Executive Director will have a major impact on the organization's success and the health of Maunalua Bay. Will work directly with a supportive board and a highly motivated staff. The Executive Director will have direct responsibility for setting annual objectives and budget and managing a great staff and finances to achieve objectives. This leader will have high visibility with the community and will take the lead in maintaining strong, productive partnerships with key NGOs and agencies. The Executive Director will be expected to lead grant development and assist the board and the fund development committee with fundraising for the organization.

### **Required Basic Qualifications**

- ◆ Education: BA/BS degree and 5 to 7 years professional experience or equivalent combination of education and experience.
- ◆ Prior experience in an executive director or management role of a nonprofit
- ◆ Experience managing complex or multiple projects, including staffing, contractors, workplans, and finances
- ◆ Experience in developing and managing budgets
- ◆ Experience in grant development and management
- ◆ Demonstrated written and verbal communication skills, ability to represent MM with community, agencies and media
- ◆ Proven leadership and people management experience.

**DESIRED QUALIFICATIONS:** The following qualifications will be considered in our evaluation of potential candidates:

- ◆ Experience in or knowledge of marine conservation and Maunalua region
- ◆ Experience in partnering with NGOs and agencies( e.g. DOH, DOCAR, DOT, etc.)
- ◆ Three to five years of conservation experience in Hawaii, marine conservation a particular plus.
- ◆ Familiarity with the community, history, culture, and ecology of the Maunalua region

- ◆ Demonstrated interpersonal skills, ability to work effectively with diverse groups and individuals
- ◆ Prior experience in working directly with a board of directors
- ◆ Demonstrated organizational skills

### **Organization Background:**

Malama Maunalua is a community-based, non-profit, 501 (c) (3) organization, located in East Oahu, whose mission is to restore and conserve Maunalua Bay. The organization was founded in 2005 by a small group of concerned residents who wanted to reverse the deterioration of Maunalua Bay. The organization currently has five full-time and one part-time staff, one of whom is a UH Sea Grant employee. Malama Maunalua's biggest project, which is scheduled to end in April 2011, is a joint project with The Nature Conservancy, funded by a \$3.4-million American Recovery and Reinvestment grant from NOAA. More information about the organization can be found at [www.malamamaunalua.org](http://www.malamamaunalua.org).

### Role and Functions of the Executive Director

The Executive Director will work collaboratively with the board to set direction for the organization to achieve its mission and goals. The Executive Director will have direct responsibility for setting annual objectives and budget and managing the staff and finances to achieve objectives. Another key responsibility includes maintaining strong, productive partnerships with selected key NGOs and agencies.

The Executive Director will be expected to lead grant development and assist the board and the fund development committee with fundraising for the organization.

Functions:

### **Leadership**

- ◆ Participates with Board in setting MM objectives for the year.
- ◆ Leads development of and/or revisions to strategic plans and/or the Conservation Action Plan .
- ◆ Prepares Annual Plan and budget.
- ◆ Reports progress against Objectives.
- ◆ Recommends new or revised policies.
- ◆ Participates in monthly Board meetings.
- ◆ Represents MM with community, agencies, partners and media; develops and manages strategic partnerships.
- ◆ Assists the board and the fundraising committee in raising funds for the organization.

### **Staff Management**

- ◆ Recruits new staff.and contractors, as necessary for projects
- ◆ Guides, develops and manages staff
- ◆ Sets staff objectives and priorities.
- ◆ Evaluates staff performance.
- ◆ Evaluates contractor performance and compliance

### **Financial Management**

- ◆ Develops and manages budget and expenditures to deliver on objectives and Annual Plan.
- ◆ Regularly reports on financials to the board.

### **Grant Management**

- ◆ Leads in identifying grant opportunities and grant proposal process .
- ◆ Oversees development and management of grants, including managing consultants to write grants.

**Qualified Individuals should submit a cover letter and a resume to [jennifer@malamamaunlua.org](mailto:jennifer@malamamaunlua.org). Please do not contact anyone else in the organization regarding this position and do not call or email with questions about the position. Resumes will be reviewed and you will receive a response within a few weeks of submitting your qualifications.**