



Position Title: Executive Director, Māla'ai

Office Site Location*

Waimea Middle Public Conversion Charter School
67-1229 Mamalahoa Hwy, Kamuela, HI 96743

*options for hybrid working

Organization Description

Māla'ai is a non-profit organization located on Moku o Keawe. We operate two main program areas: The Culinary Garden of Waimea Middle School and the Hawai'i Island School Garden Network (HISGN). The Culinary Garden has been in operation since 2005 with a mission to cultivate the relationship between students and the land through growing and sharing nourishing food in our outdoor living classroom. HISGN's mission is to nourish a vibrant network that supports the growth and integration of school learning gardens through professional development, advocacy, mentorship and technical assistance. Māla'ai's work connects land stewardship, culture, health and pleasure with lifelong learning. Please refer to the "About Us" sections of [our website](#) to learn more about our history and programs.

Job Brief

The Māla'ai Board of Directors seeks an Executive Director who is committed to cultivating connections between people, land, culture and food in school gardens. The new Māla'ai ED must have experience with or aptitude for the core competencies of a nonprofit leader: planning; fundraising; administration; board and staff relations; communications and public relations; and financial management. In addition, the ED must exhibit personal and professional integrity and the skills and heart to develop and sustain interpersonal and community relationships.

The ED supervises the Māla'ai staff and contractors (5 - 8 total) and is responsible for managing the day to day operations of the organization in close partnership with the part-time Operations Assistant. With the Board and staff, the ED is responsible for implementing strategic plans for the organization and ensuring programming and creative organizing solutions to fulfill Māla'ai's mission.

Responsibilities:

- Strategic Planning
 - Manage, advance and fulfill organization strategic plans to implement Māla'ai's mission and address challenges and opportunities
- Organizational Operations (office and IT systems, calendars, billpaying)
 - Maintain functional systems and operations workflow for the organization and staff (big picture)
 - Manage the daily operations of the organization, including drafting and managing the annual operating budget, overseeing all fiscal operations and reporting, and initiating and fulfilling contractual agreements in collaboration with Operations Assistant

- Supervise Operations Assistant's tasks and fulfillment of operations duties
- Financial management and Organizational Budgeting
 - Record keeping, working with Bookkeeper on income and expense tracking
 - Monthly reconciliation
- Human Resources and Team Supervision
 - Staffing Reviews and Support
 - Staffing Administration (hiring processes, onboarding, offboarding)
 - Payroll management with Hawai'i Workplace
 - Policy tracking and implementation
 - Recruit and hire Māla'ai team members and develop and cultivate a safe and positive, productive and organized work culture
- Communications
 - Oversee marketing and other communications efforts, and serve as spokesperson to Māla'ai constituents, the media, and the general public
 - Coordinate Website updates, email newsletters, social media, all promotional materials
 - Point of contact for organizational inquiries
- Programs Supervision
 - Advocating on behalf of Māla'ai and its mission
 - Provide leadership and oversight for the development and delivery of Māla'ai's programming
 - Manage program evaluation and systems, with Program staff, to assess progress and impact
- Fundraising
 - Ensure that Māla'ai has the resources it needs to support operations and programs
 - Manage and implement an annual fundraising plan
 - Supervise and draft grants, reports and maintain grant partnerships - supported closely by Grants Consultant who provides grant writing and prospect research
 - Develop and coordinate grassroots fundraising and donor organizing (Māla'ai is 25% grassroots-funded)
- Board Coordination, Management, and Engagement
 - Report to and partner with the Board of Directors, providing written and oral reports in a professional and timely manner
- Represent Māla'ai in coalitions, networks, and alliances; actively engage and energize volunteers, partnering organizations, and funders
- Travel required, as needed
- And other duties as assigned

Minimum Qualifications:

- Bachelor's degree, preferably in a related field i.e. non-profit management, agriculture, education, communications etc.
- Current resident of Hawai'i

Requirements

- At least 3 years of experience in organizational or nonprofit leadership or management

- o Experience managing fundraising, administrative, and program development including evaluation techniques and metrics
- Experience in managing/supervising staff, working in partnership with Board of Directors, stakeholders and community
- Experience with strategic planning for grassroots organizations
- Ability and willingness to maintain positive relationships with Waimea and greater island community
- Demonstrate a passion for sustainable food systems and school garden education
- Knowledge of and willingness to implement Hawaiian culture including protocols and practices

Additional Skills & Experience

- Familiarity with the education and food systems stakeholders on Hawai'i Island or across the state
- Punctual, dependable, self-motivated, and able to collaborate with others
- Able to communicate clearly, effectively, and in a timely manner, including consistent email and phone communication
- Willingness to learn and grow professionally
- Working knowledge of Google Suite and Zoom video conferencing; willingness to learn Monkeypod (donor and communications contact management system), and NRDS [database software for program data collection and reporting]

Compensation

- 40 hours/wk - salaried, exempt, and at-will
- Starting salary \$66,000 - \$70,000
- Monthly cell phone stipend
- Health benefits including dental and vision
- Generous paid time off package for sick time, vacation and holidays
- Ongoing professional development opportunities

Learn more about our organization: <https://malaai.org>

Application Process

- Please fill out this [online application](#) and send your **resume and cover letter** to hiring@malaai.org. Additionally and optional, you may include 1 relevant example of your work (ie. short writing sample, donor communication, graphic design, etc).
- **Priority deadline for applications is Tuesday 10/31/2023.** After this date we will review applications and materials on a rolling basis.

Māla'ai is committed to a policy of non-discrimination. Employment candidates and employees will be considered and managed without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis in accordance with applicable law.