Job Title: SLIM Executive Director  
Job ID: 27044  
Project Name: Maui Community College  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 2/7/2007

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Maui Community College, Sustainable Living Institute of Maui (SLIM), located in Kahului, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $3,919.00.

Duties:

- Coordinates, develops, manages, and directs SLIM projects and related grant programs that deliver a wide range of credit and continuing educational programs providing various levels of training in sustainable sciences.
- Identifies and pursues available resources and works with the SLIM Board to write grants, foundation, and private gift proposals to help insure institutional sustainability and programmatic growth.
- Provides comprehensive support and oversight for operations involved with current and future SLIM projects and programs.
- Works with the SLIM Board to draft concept papers, grants, Memorandums of Understanding (MOU), and budgets as required.

Minimum Qualifications:

Education:

- Masters Degree from an accredited college or university in a relevant field in Sustainable Sciences (including Social Sciences).

Experience:

- Two to four (2-4) years of professional work experience in project management and/or business management.
- Two to four (2-4) years of professional work experience in administration, grant writing, or sustainable sciences and technologies.
- Experience in grant development.

Abil/Know/Skills:

- Familiarity with Maui County and its potential for sustainable development.
- High level of competency with all components of Microsoft Office.
- Knowledge of University, State, and Federal rules, regulations, practices, policies and procedures.
- Ability to initiate, administer and coordinate programs, supervise professionals, paraprofessionals, and clerical staff.
- Able to communicate both orally and in writing.

Desirable Qualifications:

- PhD from an accredited college or university in a relevant field in Sustainable Sciences.
Professional work experience in the field related to sustainability such as agriculture, architecture, energy, cultural and natural resource management.

- Sensitivity and receptivity to multiple stakeholders, in particular the local and host cultures.

**Inquiries:**
Clyde Sakamoto 984-3636 (Maui).

**Application Requirements:**
The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on Employment and navigate to Job Announcements/Apply for a Job. However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.