

Maui Nui Botanical Gardens Job Description

EXECUTIVE DIRECTOR

November 1, 2010

Title: Executive Director
Status: Full time, exempt
Location: Kahului, Maui
Closing Date: December 3, 2010

Position Overview

The Executive Director of Maui Nui Botanical Gardens Inc. serves as the Chief Executive of the corporation under the direction of the Board of Directors. This exempt position is an at-will employment and is subject to meeting performance expectations of the Board and to the availability of funding for the position. In this capacity s/he is responsible for working closely with the Board of Directors to set the vision and multi-year strategies necessary to have a measurable and successful implementation of Maui Nui Botanical Gardens' mission. S/he sets annual organizational goals and objectives to meet clearly communicated and documented Board expectations. S/he leads the Board in raising the necessary funds to carry out those annual plans, develops annual budgets, provides fiscal oversight and accountability, provides program and administrative management of the corporation, and directs staff in the implementation of those plans. The Executive Director is also the chief government relations officer for the organization and is responsible for maintaining positive relationships with Federal, State, and County officials. In addition The Executive Director provides leadership and overall management to:

1. Ensure funding levels are equal to approved annual budget needs;
2. Fostering a strong and collaborative partnership between MNBG and the County of Maui;
3. Ensure full compliance to all grant contracts;
4. Ensure that staff and programs are provided with appropriate oversight and support systems to accomplish their annual goals;
5. Develop and implement new marketing strategies and programs to ensure the growth and stability of the organization; and
6. Promote Maui Nui Botanical Gardens as a qualified and quality organization in the community and to current and prospective funding sources.

The Executive Director is supervised by the Board President and is accountable to the oversight and instruction of the Board of Directors. The Executive Director is responsible for the effective supervision and direction of the entirety of the programs that constitute Maui Nui Botanical Gardens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Administration:

- Create and implement multi-year and annual operational and fiscal plans that will accomplish the mission of the organization.
- Maintain strong partnerships with the County of Maui Department of Parks and Recreation staff and the staffs of other County agencies. Communicate clearly and regularly with Parks and Recreation staff on all issues relating to the County's ownership of the property and their involvement in maintaining or operating items like the water delivery systems and facilities maintenance, etc.
- Maintain necessary relationships with Federal, State, and County departments and elected and appointed officials to fund MNBG programs and advance its goals. Examples are: the Mayor, County Council, Department of Water Supply, Department of Economic Development, State DLNR, and the Fish and Wildlife Service.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Support all activities associated with the Board of Directors, including board meetings, meeting schedules, locations, development of agenda, meeting materials, annual retreats and events coordinated by the Board.

Communications:

- Publicize the activities of the organization, its programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.

Staff Relations:

- Recruitment, employment, training/professional development, disciplinary action, rewards, and release of all personnel for both paid staff and volunteers.
- Ensure that job descriptions are developed, annual goals are established for each employee, that regular performance evaluations are held, and that sound human resource practices are in place.

Budget and Finance:

- Ensure that adequate funds are available to permit the organization to carry out its work. This includes developing a fundraising plan, grant strategy, grant writing, grant reporting, individual donor cultivation and management, and leadership in other fundraising activities.
- Work with the staff, Finance Committee, Bookkeeper, and the Board in preparing annual and special budgets, and assure that the organization operates within those established budget guidelines.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must have:

- Bachelor's degree or graduate degree in business or other equivalent degree in a field related to MNBG's purpose; or at least five years of equivalent, increasingly responsible administrative experience, at least two of which shall have been in a supervisory capacity.
- Demonstrated success in fundraising and public relations.
- Grant writing and tracking experience.
- Proven ability to supervise staff and excellent people skills; outgoing and tactful; energetic, positive and collaborative attitude.
- Demonstrated ability to work with a diversity of volunteers, staff, community leaders and organizational partners.
- Excellent verbal, written, and interpersonal skills.
- Ability to manage time, diverse activities and multiple projects.
- Ability and willingness to do physical labor outdoors, and to work some long days, evenings and weekends for workshops, events, and meetings.
- Valid driver's license.
- Proficiency in Microsoft Office applications.
- Exceptional management ability and a sincere commitment to the goals and values of the organization.

OTHER DESIRED SKILLS

- Individual donor fundraising experience.
- Previous experience with native plant conservation and ethnobotany.
- Appreciation for diverse cultures, working styles, and perspectives that comprise a high-functioning nonprofit.
- Possess and apply a basic knowledge, appreciation of, and interest in Hawaiian culture and plants.

Interested applicants are asked to send a cover letter, comprehensive resume, and three references in electronic format to Anders Lyons at anders@mnbg.org. No phone inquiries, please. Applications will be accepted until **December 3, 2010**.

Maui Nui Botanical Gardens Inc. is an Equal Opportunity Employer.