Job Description
Executive Director, Maui Nui Marine Resource Council
Part-time, possibility for Full-time

Nature of Position
Reports directly to the board and is ultimately responsible for the operation of all programs, the management of all fiscal resources, the supervision of all staff, and the provision of quality services to the community.

Relationship to Other Administrative Staff
Directly supervises the activities of the staff. Final approval for employment, promotion, or termination of MNMRC staff is the responsibility of the chief executive within the guidelines/policies set by the board.

Position Duties: Working collaboratively with the Board, the ED:
- Plans, develops, and supervises programs, outreach and marketing strategies.
- Evaluates program improvements and recommends policy to the board.
- Undertakes and oversees all employment actions for MNMRC staff within guidelines/policies set by the board.
- Serves as the primary planning coordinator, setting goals and objectives and developing projections of needs and funding.
- Seeks funding and/or resources from a broad range of sources.
- Develops and maintains records and reports on programs and services provided by the organization.
- Formulates budgets and maintains an accounting system that meets all federal, state, and local compliance standards.
- Prepares and submits regular budget and expenditure reports to the board.
- Establishes and maintains a personnel records system.
- Acts as primary liaison with various governmental entities and community organizations.
- Serves as the chief spokesperson for MNMRC oversees and is responsible for all public relations.
- Performs other duties as directed by the MNMRC board.
Desirable Education & Experience

The ideal candidate will have five years experience in marine/coastal resource management with a strong background in environmental education, fundraising and marketing. Incumbent should possess comprehensive knowledge of non-profit operations and Maui’s unique environmental challenges. An understanding of the unique cultural and environmental complexity of Hawai’i, and the ability to work effectively in a diverse cultural environment is critical. The position requires the ability to identify and analyze problems and develop effective solutions. Must be able to organize and motivate volunteers, community groups, partnering agencies, and government through effective written and verbal communication.

Must have knowledge of local, state and federal laws and agencies that relate to marine resources. Must have strong computer skills and the ability to communicate effectively, tactfully, and respectfully with others and be able to speak and make presentations in large group settings.

1. **Certification:** None
2. **Licensure:** Valid Hawaii State Driver’s License

This is initially a part-time position (20-30 hrs/week), exempt staff position.

The incumbent will be expected to live on Maui, but may occasionally need travel by car, boat and plane throughout the State of Hawaii. Hours are flexible and may require working occasional evenings or weekends.

Salary: Commensurate with experience

Start Date: Immediate.

Please email a cover letter and resume detailing your talents, skills and experience for this position to: P.O. Box 532533 Kihei, Hi 96753 or submit to admmnmrc@yahoo.com. For best consideration, please apply as soon as possible. The search will continue until the position is filled.

To learn more about the MNMRC, please see our new website: [www.MNMRC.org](http://www.MNMRC.org).