Hawaiian Islands Land Trust (HILT) is a nationally accredited non-profit organization committed to working with private landowners, community groups, community leaders and government partners to protect Hawaii’s precious places. Founded in January 2011, HILT represents the combined skill and resources of four land trusts now working together, combining over 20 years of land conservation experience in the State.

Using a variety of tools, HILT helps landowners integrate conservation into their land use plans in perpetuity. This collaborative work today helps to avert inappropriate land use tomorrow.

With over 17,500 acres protected, this land defends against the threat of losing any more precious resources than we already have, while careful stewardship of these protected areas ensures their cultural and conservation values survive in perpetuity.

**Mission:** To protect the lands that sustain us for current and future generations.

**Organization History:**

Lokahi, the Hawaiian term for “collaboration” represents the founding principle of Hawaiian Islands Land Trust. Over the years, the hard work and good intentions of land trusts across the State accomplished great things. For over two decades these organizations worked to protect our natural and cultural treasures. They engaged volunteers, motivated donors and worked to preserve the heritage that is uniquely Hawaiian. Among them, they have successfully protected coastal areas, working ranches and agricultural lands, wildlife habitats, watersheds, park and recreation areas and Hawaiian cultural sites.

*E Pluribus Unum, Out of Many, One: It was time to join forces.* In order to keep pace with the development that threatens Hawai‘i’s most important places, these land trusts knew that they must work both harder and smarter. It was necessary to find a way to take conservation in Hawai‘i to the next level. For more than a year, like-minded organizations worked to create a vision of a more cohesive, more capable, and better-funded statewide conservation effort.

In January 2011, that vision became a reality when the merger between Kaua‘i Public Land Trust, O‘ahu Land Trust, Maui Coastal Land Trust, and Hawai‘i Island Land Trust became official. Now, each county in the State is represented together by a vibrant new statewide land conservancy, Hawaiian Islands Land Trust.

**General Summary:**

The executive director serves as the chief executive officer of Hawaiian Islands Land Trust, with primary responsibility for growing, integrating and improving the programs and land acquisition efforts as well as fund development, providing leadership for the organization. Reporting to the board of directors, the
executive director ensures that HILT, with an annual budget of approximately $1.2 million and 7 staff members, is fiscally sound and that its internal and external communications, fundraising, and programs are meeting the needs and interests of our mission. The executive director is responsible for the overall direction and management of the organization’s programs, services, resource development, finances and personnel, in accordance with its mission, strategic plan, and operational policies.

The executive director must have a thorough working knowledge of issues affecting land trusts in Hawai‘i, and be a leader and manager who is adept at balancing internal management with external impact and visibility. The individual must be an outstanding communicator who is able to effectively convey HILT’s work and mission to the public.

The ideal candidate will have a proven commitment to the preservation of land, possess experience in creating internal organization alignment, and demonstrate strong finance, fundraising, and organizational/people management skills.

**Leader/Visionary**
- Advises the board on strategic issues
- Advocates and promotes HILT to stakeholders, collaborators, and clients
- Supports senior management and staff
- Assists in the creation and ongoing development of a strategic vision for HILT
- Develops tools, resources, and processes to implement that vision
- Provides leadership in creation of long-range development plan
- Anticipates needs in the community and HILT response to those needs
- Develops programs that meet the mission and are sustainable

**Collaborator/Connector**
- Ensures that the board is informed on all appropriate issues
- Maintains and strengthens connections in the community
- Formulates policies and planning recommendations to the board
- Assists the board in its own board development cycle, from recruitment through evaluation and succession planning
- Outreaches to land owners, stakeholders and communities to create a sense of priority and possibilities in preserving the land

**Convener/Leader of Staff**
- Ensures that senior management is an effective, cohesive team
- Creates a healthy and engaged working environment
- Oversees the creation and management of effective human capital systems and processes
Maintains and strengthens internal engagement and contribution

Creates systems and culture of accountability

**Responsibilities**

- Exhibits enthusiasm, expertise, vision, passion, collaboration, and leadership.
- Develop and implement a sustainable business model for HILT. Help articulate a strategic vision with an underlying economic logic that is sustainable for the long term.
- Provides leadership to staff. Ensures the highest quality of service and the attainment of established programmatic goals and priorities through team building, accountability, and effective management.
- Plans, leads, and helps execute marketing and fund development efforts. In collaboration with the board and the staff, meets and networks with funders and prospective donors and has major responsibility for helping to enhance revenue streams.
- Develops the annual agency budget and ensures proper fiscal accounting and controls, in accordance with the guidelines of funding sources and with sound accounting practices, along with board and staff members. Maintains fiscal solvency of the agency.
- Working collaboratively with the senior management team and relevant staff, board members, and volunteers, oversees program development, execution of programs, and accountability to mission and stakeholders. Ultimately is responsible for HILT programs overall.
- Leads long-range planning and visioning, including assessment of programs, in partnership with the board and with staff members. Ensures that the HILT strategic plan is fulfilled and updated as necessary.
- Initiates and maintains cooperative working relationships with local, state and national organizations.
- Establishes and nurtures relationships with businesses, elected officials, and others who can help support and fund HILT efforts and initiatives.
- Develops and maintains effective working relationships with local native Hawaiian communities.
- Engages and encourages a strong, active board of directors that assists the organization in fulfilling its mission. Ensures that the board is actively involved in planning, fundraising, and outreach activities that help build relationships beneficial to HILT.
- Serves as agency spokesperson and acts as a liaison with other public sector agencies, health care providers, foundations, and businesses. Actively engages in public relations and media communications. Provides strategic oversight in all marketing and communications.
Qualifications

1. 5 to 10 years senior-level leadership/management experience, with significant experience managing financial activities, development, operations and human capital, budgeting, land management/conservation, and strategic planning, preferably in land trust/conservation and/or with considerable interaction with the nonprofit sector.

2. Demonstrated capacity to build alliances and create collaborative relationships with other private, nonprofit and governmental entities.

3. Proven ability to build and maintain highly motivated and diverse staff teams.

4. Exemplary communication skills, including public speaking and writing, and an ability to network and develop and maintain relationships with community representatives, business executives, foundation officials, donors, and the media.

5. Possess integrity, a strong work ethic, and passionate commitment to the work of HILT.

6. Degree in an applicable field of study from an accredited college or university.

7. Comfort, familiarity, and capacity to work within the context of diverse communities and culture of Hawai‘i.

8. Demonstrated success in working with varied programs. Able to set priorities, track and monitor performance, complete projects, and report on multiple projects and programs concurrently.

9. Substantial record of successful fundraising from public and private sources. Experienced in a variety of donor campaigns.

10. Entrepreneurial drive in exploring new opportunities and creating new efforts.

The Ideal Candidate

The ideal candidate will bring his or her passion for HILT's mission of “protecting the land that sustains us.” He or she would be credible, competent, and compassionate, be able to build a working team internally and serve as a strong voice to the community externally. He or she must be able to both lead and manage, bringing technical competence, strategic vision, and articulate engagement to the work at hand. A track record of leading a similar sized and aligned organization would be a tremendous plus.

Compensation

The compensation package is competitive. Final salary offered will be based on the applicant’s meeting job qualifications and commensurate relevant experience.

To apply for this position, please submit a cover letter/email, salary requirements, and qualification brief or resume to board member Neil Hannahs at neil@hilt.org

For more information on HILT visit www.hilt.org

HILT ED Position Description July 23 2012