

Hawai'i Forest Industry Association
Assistant Executive Director
Position Description

The Hawai'i Forest Industry Association (HFIA) is a 501c 6 nonprofit corporation established in 1989. HFIA's mission is to promote healthy and productive forests and a sustainable forest industry through forest management, education, planning, information exchange, and advocacy.

HFIA is seeking a highly motivated, part-time independent contractor interested in transitioning into the full-time Executive Director position. Key duties of the Assistant Executive Director will include fund development, project and program administration, accounting, and planning. HFIA is a committee driven organization; committees provide direction and support to staff and contractors. The Assistant Executive Director will work closely with the Executive Committee, which is tasked with ensuring HFIA has adequate financial resources.

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with the Board of Directors and Executive Director to fulfill HFIA's mission.

- Responsible for learning the duties involved in leading HFIA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Executive Director and Board and providing, in a timely and accurate manner, information necessary for the Board to function properly and to make informed decisions.
- Become familiar with HFIA organizational documents and history.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for securing adequate funds necessary to support HFIA's mission.
- Responsible for the fiscal integrity of HFIA, to include assisting in the submission to the Board a proposed annual budget and annual and quarterly financial statements.
- Responsible for assisting in the fiscal management of the organization in a way that ensures operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with the Board, Executive Director and staff to ensure that the mission is fulfilled through projects and programs, advocacy at the state legislature, and community collaborations and outreach.

- Responsible for assisting in the implementation of HFIA's projects and programs.
- Responsible for assisting with strategic planning to ensure that HFIA can successfully fulfill its mission into the future.
- Responsible for the enhancement of HFIA's image by being active and visible in the community and by working with HFIA Outreach Contractor as well as other professional, civic, and public and private organizations.

Position Responsibilities

- Report to and work with the Executive Director to increase the overall financial condition and visibility of the organization. Assist in managing and enhancing existing revenue sources and pursue new revenue streams.

- Assist in the administration of projects and programs and collaborate with staff and contractors.
- Become familiar with HFIA legislative activities and Strategic Plan.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance HFIA's mission.
- Attend Board meetings and annual membership meeting.
- Perform other duties as mutually agreed upon.

Professional Qualifications Desired

- A bachelor's degree and/or two years' experience in public administration, fund development, natural resource management, forestry or a related field.
- Transparent and high-integrity leadership.
- Experience and skill in working with a Board of Directors.
- Knowledge of the Hawaiian culture and history, particularly as it relates to traditional ahupua'a land stewardship and sustainability.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the Board, staff, members, volunteers and supporters.
- Effectively communicate the organization's mission to members, volunteers and the community.
- Demonstrated ability to oversee and collaborate with staff and contractors.
- A history of successfully generating new revenue streams and improving financial results.
- Successful fund development experience.
- Previous success in establishing relationships with individuals and organizations of influence including funders, members, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and administration, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong calendaring and coordination skills.
- Strong public speaking skills.
- Strong work ethic with a high degree of energy.



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