

Hawai'i Forest Industry Association (HFIA)
Part-time Assistant Executive Director
Position Announcement

The Hawai'i Forest Industry Association (HFIA) is a 501(c)6, statewide nonprofit organization incorporated in Hawai'i in 1989. The mission of HFIA is to promote healthy and productive forests and a sustainable forest industry through forest management, education, planning, information exchange, and advocacy. HFIA is Hawaii's official forest industry trade association and has a diverse membership of individuals, public agencies and private businesses including woodworkers, landowners, sawyers, foresters, growers, millers, ranchers, galleries, educators, harvesters, environmentalists, government officials and others interested in the organizations' goals and mission.

Job Summary

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.

The one-year contract will start at \$2,300 per month for three months (Approximately 20 hours per week). After passing a three-month probation period; compensation and hours to be increased dependent on performance and available funds. **The Assistant Executive Director will initially work part-time and must reside in the State of Hawai'i.**

Professional Qualifications Desired

A four-year degree and/or a minimum of two years' experience in public administration, fund development, natural resource management, forestry or a related field. Must have strong leadership, organizational, and written and oral communication skills and be familiar with Microsoft Office and QuickBooks software.

Responsibilities

- Work with the Executive Committee and current Executive Director to produce a 3-month Work Plan with measurable goals and objectives.
- Focus on fund development to increase the overall financial condition and visibility of the organization.
- Work with the Executive Committee to seek monetary support through a variety of avenues such as creative partnerships, contract for services, presentations to community groups, etc.
- Research and pursue grant funding and administer grant funds.
- Attend quarterly Board Meetings and Annual General Membership Meeting.
- Assist with project and program administration including the annual Hawaii's Woodshow.
- Become familiar with and assist in the implementation of HFIA's Strategic Plan.
- Become familiar with and assist in the development of annual budgets and quarterly and annual financial reports.
- Become familiar with and assist with HFIA QuickBooks accounting and employee payroll.
- Provide support for HFIA committees.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance HFIA's mission.
- Perform other duties as mutually agreed upon.

[HFIA Assistant Executive Director Position Description](#)



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