



HAWAI`I ISLAND LAND TRUST

EXECUTIVE DIRECTOR

The Hawai`i Island Land Trust (HILT) is a community-based, non-profit organization whose purpose is to provide an inclusive approach to land conservation on the island of Hawai`i. HILT's purpose is to protect land through a variety of tools such as voluntary conservation easements, land donations, or fee-simple purchases.

RESPONSIBILITIES:

- Plans for and administers a program providing service to landowners and allied stakeholders in accordance with the HILT mission and in such a manner that optimum results are achieved in relation to the resources of the Land Trust;
- Operates under the general direction of the HILT Board of Directors; and
- Develops and recommends to the board of directors specific, written, long- and short-range plans for the development of HILT programs and services.

Fundraising (30%)

- Works with Fundraising Committee to prepare annual fundraising plan.
- Participates in fundraising activities by writing grants and providing direct outreach to donors and prospects.
- Supports the Board in major donor and capital campaign fundraising.

Community Relations (20%) — The Executive Director handles public relations activities, client relations, and interagency relations functions.

✦ **Public Relations**

- Interprets the function of the Land Trust to the community through direct involvement and through public relations programs, including personal contact, descriptive program literature, and work with the media.
- Works closely with the Board for an effective division of labor.

✦ **Client Relations**

- Acts to maintain highly effective client relations for all Land Trust programs.
- Includes landowner outreach/contacts; negotiating, drafting and funding of acquisitions; stewardship activities; and research.

✦ **Interagency Relations**

- Maintains appropriate relations with other professional and environmental groups in the community and serves on appropriate community committees.
- Provides coordination with (1) funding sources; (2) federal, state, and local government units; and (3) other agencies in similar fields of service.

Organizational Operations (15%)

- Recommends policies to the board and/or assists in the formulation of effective policies by the Board.
- Has responsibility for:
 - public accountability of the Land Trust (including financial, tax, and risk management),
 - maintenance of facilities,
 - regular reporting to various bodies.

Human Resources Management (15%) – The Executive Director relates both to HILT’s Board of Directors and staff.

✦ ***Board of Directors***

- Maintains effective and productive relationships with the Board and various Board committees, and keeps them informed.
- Interprets trends in the field(s) of service in which the land trust is engaged, by maintaining involvement in the professional field as a whole.
- Participates in an orientation and training program for the Board.

✦ ***Staff / Volunteers***

- Supervises and directs personnel in the performance of their duties.
- Evaluates the performance of key staff members.
- Provides overall control and direction for HILT’s personnel function, including active participation in or approval of personnel actions.

Planning (10%)

- Evaluates the services being provided by HILT in relation to specified goals and standards, and recommends modifications, where appropriate.
- Recommends and/or provides input on proposed new programs.

Finance (10%)

- Prepares HILT budgets related to physical, financial, and human resources, and is accountable for control of these resources once approved.
- Oversees all financial operations of the Land Trust.

QUALIFICATIONS:

- Familiarity with the unique environment and culture of Hawai`i Island preferred.
- A 4-year degree, preferably in natural resources management, business administration, or a related field and /or experience in resource management, business, non-profit management, fundraising, real estate, marketing, etc.
- Effective experience with fundraising and management of an organization.
- Effective writing skills, including grant applications.
- Skill in public speaking.
- Ability to interact well with a wide variety of people, including landowners, government officials, the press, scientists, donors, the general public, and a diverse Board of Directors.
- Ability to manage, motivate, and direct staff and volunteers.
- Ability to combine sound business sense and judgment.
- Proficiency with computer applications and office systems.

WORKING CONDITIONS: Work is performed in an office as well as in the field. Travel is required for meetings, speaking engagements, workshops, professional associations, and other events requiring Land Trust representation. The Hawaii Island Land Trust is an equal opportunity employer.

COMPENSATION: Salaried employee, based on qualifications. HILT provides medical and other benefits. Opportunities for bonus compensation based on exemplary performance.

For more information, call +1-808-324-HILT or e-mail jobs@HawaiiLandTrust.org.