

Executive Director, Papahana Kuaola

Location: He'eia, O'ahu, Hawai'i (with oversight of Moloka'i and Maui operations)

About Papahana Kuaola: Papahana Kuaola is a non-profit organization dedicated to creating quality educational programs focused on Hawai'i's cultural and natural history, environmental restoration, and economic sustainability, fully integrated with Hawaiian knowledge. Located on 63 acres within the ahupua'a of He'eia, in the 'ili of Waipao, our organization provides hands-on, standards-based learning experiences for students, teachers, and the general public. We are committed to exemplifying a lifestyle respectful of kānaka, 'āina, and akua, connecting our past with a sustainable future for Hawai'i and the wider Pacific region.

Position Summary: Papahana Kuaola is seeking a dynamic and visionary Executive Director to lead our organization, advance our mission, and ensure our continued growth and impact. Reporting to the Board of Directors, the Executive Director will be responsible for the overall strategic and operational leadership of Papahana Kuaola, overseeing all programs, fundraising, financial management, staff, and community relations. The ideal candidate will be a passionate advocate for Hawaiian culture and environmental stewardship, possessing strong leadership skills, a proven track record in nonprofit management, and a deep understanding of the unique cultural context of Hawai'i.

Salary Range: \$95,000 - \$120,000 | Full-time | Competitive benefits

Key Responsibilities:

1. Strategic Leadership & Vision:

- Develop and implement a compelling strategic plan that aligns with Papahana Kuaola's mission, values, and long-term goals, in collaboration with the Board of Directors.
- Provide visionary leadership that inspires staff, board members, partners, and the community.
- Ensure programs and initiatives effectively address modern issues and problem-solving skills through Hawaiian models of learning.

2. Organizational Management & Operations:

- Oversee the day-to-day operations of the organization, ensuring effective and efficient delivery of all programs and services on O'ahu, Moloka'i, and Maui.

- Manage and mentor a high-performing team, fostering a positive and collaborative work culture that attracts and retains talent.
- Develop and implement organizational policies and procedures to ensure operational excellence and compliance.

3. Financial Management & Fundraising:

- Develop, manage, and monitor the annual budget, ensuring financial sustainability and accountability.
- Lead comprehensive fundraising efforts, including cultivating relationships with individual donors, foundations, corporations, and government agencies.
- Oversee grant writing and reporting, ensuring compliance with all funding requirements.
- Explore and develop innovative economic development models that are environmentally sustainable and culturally responsible.

4. Board Relations & Governance:

- Serve as the primary liaison between the Board of Directors and staff, ensuring effective communication and collaboration.
- Support board functions, including preparing for and participating in board meetings, and assisting with board development and recruitment.
- Work closely with the Board to ensure strong governance and strategic oversight.

5. Community Engagement & Partnerships:

- Act as the primary spokesperson and public face of Papahana Kuaola, representing the organization with passion and professionalism to diverse stakeholders.
- Cultivate and strengthen relationships with cultural practitioners, educators, scientists, community leaders, and government entities.
- Develop strategic partnerships that enhance program reach and impact, promoting the organization's mission across Hawai'i and beyond.

6. Program Development & Impact:

- Oversee the development, implementation, and evaluation of all educational and restoration programs, ensuring quality and alignment with the organization's mission.

- Champion hands-on, 'āina-based learning experiences that foster a deeper connection to the land and culture.
- Ensure effective data collection and reporting to demonstrate program impact and inform future strategies.

7. Compliance & Risk Management:

- Ensure the organization's compliance with all relevant federal, state, and local laws, regulations, and reporting requirements for non-profit organizations.
- Implement robust risk management strategies to safeguard the organization's assets and reputation.

Qualifications:

- Bachelor's degree required; Master's degree in a related field (e.g., Hawaiian Studies, Environmental Science, Nonprofit Management, Education) preferred. Achievement of cultural ranking of Kumu in any discipline qualifies as preferred over the previous listed.
- Minimum of 5-7 years of progressive leadership experience in a non-profit organization, with at least 3-5 years in a senior management or Executive Director role.
- Deep understanding of Hawaiian culture, language (preferred), history, and environmental practices, with a demonstrated commitment to integrating these into organizational operations and programs.
- Proven track record in successful fundraising, including grant writing, donor cultivation, and major gift solicitation.
- Strong financial management skills, including budgeting, financial reporting, and compliance.
- Exceptional leadership, communication (verbal and written), and interpersonal skills, with the ability to inspire and motivate diverse groups.
- Experience working effectively with a Board of Directors.
- Demonstrated ability to build and maintain strong community relationships and strategic partnerships.
- Entrepreneurial mindset with a creative approach to problem-solving and program development.

- Ability to travel periodically between O‘ahu, Moloka‘i, and Maui as needed.

To Apply: Interested candidates should submit a resume, cover letter outlining their qualifications and vision for Papahana Kuaola, and three professional references to kapaliku@papahanakuaola.org

Application Deadline: [Rolling]

Papahana Kuaola is an Equal Opportunity Employer and values diversity. We encourage all qualified candidates to apply.