

**MĀNOA HERITAGE CENTER
EXECUTIVE DIRECTOR**

Mānoa Heritage Center's Board of Directors seeks an Executive Director who will carry on MHC's mission of inspiring people to be thoughtful stewards of their communities and Hawai'i's past, present and future. In partnership with MHC's Board and staff, the Executive Director will continue the organization's 26-year legacy of promoting an understanding of Hawai'i's cultural and natural heritage--rooted on MHC's campus in Mānoa Valley that includes Kūka'ō'ō Heiau, the historic Kūali'i home, gardens of native and introduced plants, and a Visitor Education Hale.

The new ED will be a person who has a deep respect for Hawai'i's history, culture and natural heritage--with experience in managing cultural assets. The new ED must be a proven leader who has experience with or aptitude for the core competencies of a nonprofit leader: planning; fundraising; administration; board and staff relations; communications and public relations; and financial administration. In addition, the ED must exhibit personal and professional integrity and the skills and heart to genuinely connect with the community.

Executive Director's Responsibilities

- Manage MHC's daily operations
- Develop and implement plans to advance MHC's mission and address challenges and opportunities
- Provide leadership & oversight of an historic house museum and for the development and delivery of MHC's programs, which include: tours for schools and adults, workshops, programs, meetings, retreats, exhibitions, partnerships, and access to collections of books, art and historical artifacts
- Report to and partner with the Board of Directors, providing written and oral reports
- Recruit/hire MHC team members and cultivate a safe, positive, productive and organized work culture
- Utilize systems to evaluate program progress and impact
- Create and manage the operating budget, oversee fiscal operations and reporting, and initiate and fulfill contractual agreements including grant reports
- Cultivate and steward funder relationships, and ensure that MHC has the resources it needs to support operations and programs
- Spearhead marketing and other communications efforts, and serve as spokesperson to MHC constituents, the media, and the general public
- Advocate on behalf of MHC and its mission
- Develop and sustain interpersonal and deep community relationships
- Represent MHC in coalitions, networks, and alliances; actively engage and energize volunteers, partnering organizations, and funders

Qualifications: Well-versed in all aspects of nonprofit leadership and management, including experience fundraising, administration, and program development. Deep connection to Hawai'i, including its communities and leaders. Knowledge of Hawaiian history. Significant experience working in areas relevant to education, botany, Hawaiian cultural practice, museum operations, and historic preservation.

Salary range: \$95,000-\$115,000 with benefits package including health/dental, vacation/sick, and retirement plan.

To apply confidentially, please submit: (1) a letter describing suitability for the position and ability to lead MHC; (2) your resume by Friday, February 3, 2023, to tinyurl.com/MHC-Executive-Director.