

## Maui Nui Botanical Gardens Job Description

### **EXECUTIVE DIRECTOR**

July 28, 2010

**Title:** Executive Director  
**Status:** Full time, exempt (Subject to availability of funds and meeting performance expectations.)  
**Location:** Kahului, Maui  
**Closing Date:** Open until filled

#### **Position Overview**

The Executive Director of Maui Nui Botanical Gardens Inc. serves as the Chief Executive of the corporation under the direction of the Board of Directors. This exempt position is an at-will employment and is subject to meeting performance expectations of the Board and to the availability of funding for the position. In this capacity s/he is responsible for working closely with the Board of Directors to set the vision and multi-year strategies necessary to have a measurable and successful implementation of Maui Nui Botanical Gardens' mission. S/he sets annual organizational goals and objectives to meet clearly communicated and documented Board expectations. S/he leads the Board in raising the necessary funds to carry out those annual plans, develops annual budgets, provides fiscal oversight and accountability, provides program and administrative management of the corporation, and directs staff in the implementation of those plans. The Executive director is also the chief government relations officer for the organization and is responsible for maintaining positive relationships with Federal, State, and County officials. In addition The Executive Director provides leadership and overall management to:

1. Ensure funding levels are equal to approved annual budget needs;
2. Fostering a strong and collaborative partnership between MNBG and the County of Maui;
3. Ensure full compliance to all grant contracts;
4. Ensure that staff and programs are provided with appropriate oversight and support systems to accomplish their annual goals;
5. Develop and implement new marketing strategies and programs to ensure the growth and stability of the organization; and
6. Promote Maui Nui Botanical Gardens as a qualified and quality organization in the community and to current and prospective funding sources.

The Executive Director is supervised by the Board President and is accountable to the oversight and instruction of the Board of Directors. The Executive Director is responsible for the effective supervision and direction of the entirety of the programs that constitute Maui Nui Botanical Gardens. The Executive Director supervises directly the Garden Manager, Nursery Supervisor, Cultural and Education Program Manager, and Administrative Assistant. The Executive Director either supervises or explicitly delegates supervisory responsibility within the organization for additional staff, volunteers, interns,

and other paid and non-paid people conducting officially sanctioned activities on MNBG property.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*In program development and administration, the Executive Director will:*

- Assure that the organization has a long-range strategy which achieves its mission and toward which it makes consistent and timely progress.
- Under the direction of the Board President and Board of Directors creates multi-year and annual plans and goals that will accomplish the mission of the organization.
- Responsible for the development and implementation of the annual work plan of the organization that accomplishes the annual goals.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain strong partnerships with the County of Maui Department of Parks and Recreation staff and the staffs of other County agencies. Communicate clearly and regularly with Parks and Recreation staff on all issues relating to the County's ownership of the property and their involvement in maintaining or operating items like the water delivery systems and facilities maintenance, etc.
- Maintain necessary relationships with Federal, State, and County departments and elected and appointed officials to fund MNBG programs and advance its goals. Examples are: the Mayor, County Council, Department of Water Supply, Department of Economic Development, State DLNR, and the Fish and Wildlife Service.
- Develop organizational and administrative policies and program objectives for Board consideration.
- Allocate and supervise resources for greater program effectiveness and efficiency.
- Supervise staff project development and management, supervising reviews and evaluations of the results of program activities.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Identify and define problems, collect data, establish facts, and draw valid conclusions for Board recommendation or ED-level execution.
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Maintain a working knowledge of significant developments and trends in the field.

*In communications, the Executive Director will:*

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

- Publicize the activities of the organization, its programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Support all activities associated with the Board of Directors, including board meetings, meeting schedules, locations, development of agenda, meeting materials, annual retreats and events coordinated by the Board.
- Efficiently respond to questions from funders, regulatory agencies, board, staff and members of the community.

*In relations with staff, the Executive Director will:*

- Be responsible for the recruitment, employment, training/professional development, disciplinary action, rewards, and release of all personnel for both paid staff and volunteers.
- Ensure that job descriptions are developed, annual goals are established for each employee, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Address complaints and workplace conflicts to satisfactory resolution assuring that the interests of the organization are maintained at all times.

*In budget and finance, the Executive Director will:*

- Ensure that adequate funds are available to permit the organization to carry out its work. This includes developing a fundraising plan, grant strategy, grant writing, grant reporting, donor development and management, and leadership in other fundraising activities.
- Responsible for the fund development and financial management of the corporation, including the development and implementation of an annual budget and conducting annual contract negotiations with all current and potential contracted funders.
- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, Bookkeeper, and the Board in preparing annual and special budgets, and assure that the organization operates within those established budget guidelines.
- Analyze and interpret organizational financial statements, general business and industry periodicals, legal documents, or governmental regulations as they pertain to the organization's daily and strategic plans and operations.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must have:

- Bachelor's degree or graduate degree in business or other equivalent degree in a field related to MNBG's purpose; or at least five years of equivalent, increasingly responsible administrative experience, at least two of which shall have been in a supervisory capacity.
- A minimum of five years of experience in administration – directing a business firm or nonprofit agency and involving supervision of a diverse staff and management of significant funds.
- Experience working with volunteers and a commitment to volunteer leadership and involvement.
- Demonstrated success in fundraising and public relations.
- Grant writing and tracking experience.
- Excellent people skills; outgoing and tactful; energetic, positive and collaborative attitude.
- Ability to work with a diversity of volunteers, staff, community leaders and organizational partners.
- Exceptional verbal, written, and interpersonal skills a must.
- Organized and attentive to detail.
- Ability to manage time, diverse activities and multiple projects.
- Ability and willingness to do physical labor outdoors, and to work some long days, evenings and weekends for workshops, events, and meetings.
- Valid driver's license and ability to drive standard shift vehicle.
- Proficiency in Microsoft Office applications.
- Exceptional management ability and a sincere commitment to the goals and values of the organization.

## **OTHER DESIRED SKILLS**

- Personal and professional alignment with the organization's defined vision and mission.
- Previous experience with native plant conservation and ethnobotany.
- Appreciation for diverse cultures, working styles, and perspectives that comprise a high-functioning nonprofit.
- Possess and apply a basic knowledge, appreciation of, and interest in Hawaiian culture and plants.
- Ability to work with a diversity of volunteers, staff, community leaders and organizational partners.

Interested applicants are asked to send a cover letter, comprehensive resume, and three references in electronic format to Anders Lyons at [anders@mnbg.org](mailto:anders@mnbg.org). No phone inquiries please. Applications will be accepted until the position is filled.

Maui Nui Botanical Gardens Inc. is an Equal Opportunity Employer.