O`AHU LAND TRUST

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

The O'ahu Land Trust is seeking a dynamic full-time Executive Director (ED) to manage operations of a young but rapidly growing land trust dedicated to preserving, enhancing, and sustaining the natural and cultural resources located within the moku puni of O'ahu, Hawaiʻi (City and County of Honolulu). BA/BS or higher degree in natural resource management, community planning, public administration, environmental studies, or other field related to land conservation. MA/MS preferred or equivalent work experience. General knowledge of laws that affect land trusts, including tax law; effective individual and corporate fundraising experience a plus.

Please submit applications or resumes no later than Monday, March 30, 2009 to:

O`ahu Land Trust
c/o Pitluck Kido Stone & Aipa, LLP
701 Bishop Street
Honolulu, Hawaii 96813
Attention: Nathan T. K. Aipa

Email: Nathan@pitluck.com
O’AHU LAND TRUST

EXECUTIVE DIRECTOR

Overall Responsibilities
The Executive Director (“ED”) is responsible for taking the strategic direction from the Board of Directors, and implementing programs to fulfill and promote the mission and goals of the O’ahu Land Trust. The ED must be able to work with a wide variety of groups and entities, including the Board of Directors, staff, volunteers, government agencies, donors, and the media. The duties and projected time allocation of the ED are as follows:

Program Leadership, Direction, and Representation (15%)
1. Develop, with Board participation, a program of land conservation within the moku puni of O’ahu.
2. Develop and implement an effective program of awareness and support for maintaining open spaces.
3. Contact landowners, negotiate and draft real property transactions.
4. Develop and implement an effective land stewardship program.
5. Work effectively with other organizations in achieving objectives.
6. Evaluate the services being provided in relation to specified goals and standards, and recommends modifications, where appropriate.

Organizational Operations/Administration (10%)
7. Program development and management
8. Negotiate and monitor conservation easements and property acquisitions
9. Develop and monitor stewardship plans
10. Oversee education and interpretive programs and special events
11. Coordinate marketing, community outreach and public relations
12. Oversee member database
13. Recommend policies to the board and/or assists in the formulation of effective policies by the board.
14. Develop and recommend to the board of directors specific, written, long- and short-range plans for the development of agency programs and services.
15. Has chief administrative responsibility for public accountability of the agency, maintenance of agency facilities, and regular reporting to various bodies.
16. Carries chief staff responsibility to ensure that legal obligations of the OLT are met.
17. Oversee the OLT’s legal matters, financial and record keeping systems to ensure they are adequate to meet needs.
18. Monitor OLT’s activities and provide timely reports to the Board.
19. Support the operation of dynamic Board Committees in the conduct of the OLT’s activities.
**Human Resources (15%)**

20. Hire, supervise, assist, evaluate and ensure training of staff in the performance of their assigned duties.
21. Maintain appropriate relations with the board and various board committees, and keeps them informed.
22. Interpret trends in the field(s) of service in which the agency is engaged, by maintaining involvement in the professional field as a whole.
23. Participate in an orientation and training program for the board.
24. Supervise and direct key staff in the performance of their duties, evaluates the performance of key staff members, and provides overall control and direction for the personnel function of the agency, including active participation in or approval of personnel actions.
25. Manage volunteer staff activities.

**Finance (10%)**

26. Direct all financial operations of the agency.
27. Prepare budgets related to physical, financial, and human resources, and be accountable for control of these resources once approved.

**Fundraising (25%)**

28. Plan and develop a multi-million dollar campaign and membership development program.
29. Provide overall direction and participate in fundraising activities by writing letters, making speeches, and other activities.

**Community Relations (25%)**

30. Interprets the mission of the OLT to the community through direct involvement and through public relations programs, including personal contact, descriptive program literature, and work with the media.
31. Works closely with the board for an effective division of labor.
32. Promotes awareness of and support for OLT’s mission.
33. Oversees the release of all OLT publications and press releases and acts as the primary spokesman for the OLT.
34. Maintains appropriate relations with other professional and conservation groups in the community.
35. Provides coordination with funding sources; federal, state and local government units; and other agencies in similar fields of service.

**Qualifications/Requirements**

1. Education - BA/BS or higher degree in natural resource management, community planning, public administration, environmental studies, or other field related to land conservation. MA/MS preferred or equivalent work experience.
2. Experience - Land trust experience, including negotiations with landowners, three years supervisory or managerial experience with nonprofit organization.
3. Skills: General knowledge of laws that affect land trusts, including tax law; effective individual and corporate fundraising experience; effective interpersonal skills; strong problem solving, consensus building, organizational, public speaking, communication and computer skills; ability to plan, monitor, and evaluate budgets; ability to manage people; ability to plan and implement activities appropriate to further OLT goals.
4. Must be comfortable living and working in a multicultural environment.
5. An optimistic attitude and sense of humor necessary.