Position Announcement: GRANTMAKING FOUNDATION PROGRAM OFFICER

Hau‘oli Mau Loa Foundation is seeking an individual who is knowledgeable about the nonprofit sector in Hawai‘i, has a history of working successfully in partnership with others, and is curious and adaptable, to be the first program officer to join the Foundation and assist in the launch of its strategic grantmaking program. The Foundation’s office is located in Honolulu, Hawai‘i.

Established in 1990 as a tax exempt, nonprofit corporation, the Foundation recently received the full bequest from its benefactress and is now in the process of building a small staff that is expected to grow to 6-7 over the next three years. During that same time frame, the Foundation will provide approximately $17 million in grants, primarily to nonprofit organizations in Hawai‘i.

Grantmaking will focus on two areas that the Foundation’s benefactress was concerned about:
- Expanding opportunities for those less fortunate, especially children, to find hope for their future; and
- Valuing and preserving our natural environment.

Working in partnership with others to carry out its mission and behaving in ways that respect Hawaii’s cultures and values will be defining characteristics of the Foundation.

Interested candidates should send their resume and a cover letter describing why they are interested in and qualified for this position to: info@hauolimauloa.org or Hau‘oli Mau Loa Foundation, 701 Bishop Street, Honolulu, HI 96813. Please reference “Resume” in the subject line. For more information, call or email us at: 545-4212 or info@hauolimauloa.org.

Recruitment begins on 10/27/08 and will continue until the position is filled.

Salary is highly competitive and commensurate with experience.

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**Position Title**: Program Officer  
**Reports to**: Executive Director  
**Job Summary**: The Program Officer position is new and therefore it is expected that the responsibilities of the position will evolve and change over the first year or two. As a member of a newly forming staff team, the Program Officer will work in a highly dynamic and evolving organizational setting.

This position is dedicated primarily to working in a team approach to develop, implement, evaluate and enhance the Foundation’s grantmaking activities. The
Program Officer will be a primary Foundation contact with a number of grantee partners and prospective partners. She/he will conduct site visits, assess partnership opportunities, analyze and synthesize information, prepare written reports, undertake special research assignments, work on developing program strategies, and maintain current knowledge on the nonprofit sector, philanthropy and content areas related to the Foundation's funding interests.

QUALIFICATIONS AND ATTRIBUTES:
The ideal candidate will possess the following traits:

♦ A commitment to the values and the mission of the Foundation.
♦ Experience and desire to work within a team environment with an emphasis on learning and continuous improvement.
♦ Ability to succeed and thrive in a highly dynamic and changing setting.
♦ Organized, with a demonstrated track record of meeting deadlines consistently.
♦ Demonstrated ability to work sensitively and effectively with diverse people and communities.
♦ Capacity to communicate effectively, orally and in writing, in a range of settings.
♦ Ability to manage multiple priorities and work cooperatively to satisfy needs of internal and external constituents.
♦ Strong interpersonal skills, sound judgment and discretion.
♦ High standards, integrity and a sense of humor.

EXPERIENCE AND EDUCATION:
The ideal candidate will have the following experience and education:

♦ Five or more years of relevant and recent experience in Hawai‘i in nonprofit management and/or program development or evaluation in child or youth development and/or environmental conservation.
♦ Experience with making, managing or seeking grants.
♦ Graduate degree in a related field.
♦ Expertise in MS Office (Word, Excel, Outlook, PowerPoint) and general database systems.

PRIMARY RESPONSIBILITIES:

♦ Serves as a primary contact for a portfolio of grantee partnerships including developing grant outcomes and milestones, maintaining effective relationships and monitoring grant progress and impact.
♦ Researches, assesses and communicates with potential partners.
♦ Conducts site visits and reviews grant proposals.
♦ Prepares grant proposal summaries and recommendations for management and board review.
♦ Participates in the development of processes to measure, learn from and improve impact.
♦ Helps develop services that will provide value to partners and to the Foundation, improving capabilities, scale and impact.
♦ Undertakes special projects and works on special initiatives, as needed.
♦ Maintains collegial working relationships with colleagues and constituents.
♦ Provides reports concerning program areas, keeps abreast of and reviews literature in the Foundation's funding interest areas.
♦ Serves as one of the Foundation representatives in the public.