

Waioli Corporation

Position Announcement: Executive Director

Position Title:	Executive Director
Job Type:	Full Time
Qualifications:	Demonstrated leadership ability in a professional setting 5-7 years of successful museum management in a similar organization Curatorial and research experience Strong planning skills and collaborative experience Strong fiscal management and fundraising experience Strong and effective written and verbal communication skills Excellent interpersonal skills Experience in working in a multicultural environment with a highly diverse work force Skills in a wide range of software programs Advanced degree in a museum related field of study Professional experience in Hawaii/Kauai Working knowledge of current professional standards for museums with historic buildings and cultural landscapes Knowledgeable about developing educational programs and utilizing the organization's assets Experience with legal issues related to property management Uses an action-oriented, entrepreneurial, adaptable and innovative approach to business planning
Reports to:	President of the Board, Board of Trustees
Positions Directly Supervised:	Museum Secretary, Curator, Grounds Supervisor, (5) Site Caretakers
Office Location:	Grove Farm Homestead Museum Nawiliwili Road, Lihue, Kauai, HI 96766

The Executive Director is responsible for managing and developing Waioli Corporation, and its affiliated supporting organization Nuhou Corporation. Waioli's mission and kuleana is to preserve Grove Farm Homestead and Waioli Mission House museums, and other important properties, buildings, and collections, and to share authentic educational experiences through stories about the people, collections, and diverse properties that bring life to Kauai's rich history and culture. (Mission Statement May 9, 2011) For more information please visit grovefarm.org.

The Executive Director is also responsible for providing strong fiscal management, fundraising, and bold, visionary museum and education leadership to guide one of Hawaii's most significant small, independent museums into its next phase of growth and service to the community.

The Organization:

Waioli Corporation is a non-profit membership organization formed in 1975 by Miss Mabel Wilcox to oversee the management of six historic sites on Kauai, serving island residents and visitors through tours of the Grove Farm Homestead Museum, Waioli Mission House and Mahamoku, three historic house museums each of which is listed on the National Register of Historic Places. It also preserves Lepeuli, an intact ahupua'a, a 1943 locomotive roundhouse, which houses the museum's collection of original operating Kauai sugar plantation steam locomotives, and in another location, an interactive learning park where visitors and school children participate in routine locomotive "fire-ups" and educational tours. These various properties comprise 785 acres.

In Hanalei, the Waioli Mission House, built by Reverend William P. Alexander in 1836, demonstrates the effect of missionary work in religion and education on traditional Hawaiian communities during the nineteenth century. The site also preserves taro cultivation in the Waioli valley, supporting the cultural and agricultural uses of the area that have continued since ancient Hawaii. The five-acre front green is leased as a community park to the County of Kauai for \$1.00 per year.

Grove Farm Homestead Museum in Lihue has the educational goal of helping residents of Hawaii and others to understand the importance and influence of the sugar industry in the history of Hawaii. It provides visitors and researchers access to its exceptional collections of plantation owner and worker houses, the first Kauai Public Health office and early nursing records, G.N. Wilcox and S. W. Wilcox family correspondence and records, a scholarly Hawaiian library, as well as the personal furnishings and collections of the Wilcox family, residents of Grove Farm from 1864 to 1978.

The museums employ a total of seventeen full time and six part-time employees, who are assisted by volunteers who provide guided tours of the mission house and historic farm and plantation center. The sites and collections are shared with schools and the community as unique three-dimensional interactive educational tools.

The Executive Director is responsible for a \$1.2 million operating budget, \$750,000 of which is derived from interest from an endowment, with the balance from grants and private donations.

Scope of Position:

The Executive Director reports to the Boards of Directors for Waioli Corporation (a 501(c)(3) nonprofit membership organization and Nuhou Corporation (a 509(a)(3) non-profit supporting organization), provides input for Board governance and policy-setting, and ensures compliance with policies, regulations and professional business as well as museum and preservation standards and practices. With the input and approval of the Boards of Directors, the Executive Director develops strategic and annual operating plans, setting clear direction and actionable goals consistent with the mission and organizational values.

Priorities for the Executive Director include:

- Providing strong leadership for the organization, setting a clear, sustainable direction for the future.
- Preservation and management of Waioli's historical and cultural properties, collections and other resources.
- Development and evaluation of educational programs to serve the needs of Kauai's highly diverse communities.
- Oversight of internal controls and systems.
- Building the capacity of the organization and its staff to adapt to changing conditions.
- Providing leadership and managing the performance of the staff.
- Encouraging the involvement of and maintaining communications with members and volunteers.
- Representing Waioli Corporation and its assets to the community, government and business.
- Funding development and financial management, for stability and growth.
- Collaborating with other non-profit and educational organizations.

Responsibilities:

Strategy, Planning and Evaluation

- Facilitate the development of strategic and operational plans including vision, goals, objectives, implementing actions, accountabilities, timelines, performance standards and indicators of progress.
- Implement systems for tracking progress and taking course corrective action when measures indicate that progress is not being achieved.

Administration and Human Resources

- Foster enthusiastic support among staff and trustees for the history and current mission of Waioli and Nuhou Corporations.
- Oversee administrative staff and ensure efficient, cost-effective office operations.
- Provide leadership, clear direction, open communication and support to staff.
- Comply with all laws, regulations, policies and procedures.
- Recruit, hire, develop, manage and retain qualified, productive staff.
- Develop and maintain high morale.
- Secure well qualified professional services as needed.
- Act as a liaison with legal, accounting, and investment services.

Board and Member Relations

- Provide all information necessary for effective Board governance. Advise the Board on policy matters; serve as an advisor on all Board committees; and work cooperatively with the Board to carry out policies and achieve goals, through clearly delineated governance and management roles.
- Maintain effective communications with the Board through regular reports on museum operations and activities.
- Maintain effective communications with members, including sharing organizational highlights, opportunities for volunteering, and invitations to meetings and events and solicitation for feedback.

Resource Development and Financial Management

- Produce an annual budget and funding plan for Board approval.
- Maintain sound financial management and reporting practices.
- Design and implement a public-private resource development strategy that provides ample support for operations, programs and projects.
- Identify relevant local, state and national funding sources, prepare grant requests, fulfill grant reporting requirements and maintain positive relationships with donors.

Preservation and Asset Management

- Oversee the preservation and curatorial care of the authentic buildings, collections and landscapes in their original arrangements as they were situated and used by the Wilcox family residents at the historic properties.
- Manage all Waioli and Nuhou Corporations' assets, including land, buildings and collections.

Programs and Evaluation

- Oversee and support the development, design, delivery and evaluation of programs, exhibits, events and services, ensuring that they are aligned with the museums' overall strategic plan, goals and objectives.
- Support research and publications related to the mission of the organization.
- Facilitate the implementation of projects, forming and working with advisory committees as appropriate.

Promotion and Community Outreach

- Represent the museums in collaboration with other non-profit cultural and educational organizations and serve as an advocate for museums and historic preservation in the community.
- Plan and lead outreach efforts to educate community organizations, businesses and government about the museums' mission, goals and programs.
- Act as a liaison with Kauai Community College, local schools and other Kauai museums and non-profit organizations.
- Promote the museums' visibility and welfare through participation and membership in community activities that are aligned with the museums' mission and vision.
- Oversee the execution of marketing and media relations.
- Represent the museums in all media relations and external inquiries by participating in interviews, public events and all other media-type engagements.
- Oversee event planning.
- Maintain excellent relations with potential partners.

To Apply, Please Submit:

1. A letter stating your specific interest in and qualifications for this position
2. A resume that includes education, previous employment and years of service, any publications, and awards received
3. Three (3) professional references and three (3) personal references.

Submit application package by 12:00PM H.S.T, APRIL 24, 2017, to: WaioliEDsearch@gmail.com