

Position Description Co-Executive Director

THE ORGANIZATION: Hawaii Workers Center is primarily a resource of information, education, training and organizing.

OUR MISSION AND VISION: To organize the unorganized low-income workers for their social, economic and political well-being. We build workers associations based on workplace, community, ethnicity and with workers facing urgent and long-term issues. We collaborate with labor, faith-based organizations and others who share our vision of enhancing the well-being of the workers.

THE POSITION: We seek an energetic leader to team up with the Co-Director and to work in partnership with our dedicated, community-based Board of Directors, devoted volunteers, staff organizers and collaborative partners to implement the organization's compelling vision.

POSITION SUMMARY: The Co-Executive Director reports directly to the Board of Directors and is responsible for co-leading with all aspects of a successful nonprofit organization, including strategic planning, staff development and support, service delivery, fundraising, evaluation, operations and fiscal management, communications, and support for the Board of Directors, as well as public relations and promotion of issues and policies related to unorganized low-income workers.

The ideal candidate for the Co-Executive Director's position is someone who has a background in organizing and program and organizational leadership with workers and allies as well as knowledge and experience in legislative campaign. The candidate will be able to center the organization's work around the empowerment, leadership development, and vision of workers association members. The candidate will be a team player who thrives in a collaborative work environment and is able to manage the rigor and challenge of working on the frontlines of social, economic, and racial justice movements.

PRIMARY RESPONSIBILITIES:

1. Visionary, strategic leadership and oversight

- Frame low-wage worker issues with a leading analysis and a conscience that compels public attention and engagement.
- Lead strategic plan development, execution, evaluation and adjustment in close collaboration with board of directors, staff, member leaders and volunteers.
- Grow the organization's programs and capacity to effect policy changes that improve the living and working conditions of its worker association members.
- Ensure the formation and maintenance of various workers associations.

2. Relationship and partnership building

- Together with Hawaii Workers Center's board of directors, represent and advocate for the rights, dignity, safety, and wages of workers in solidarity with and as an important component of the broader labor and immigrant rights movement.
- Maintain and develop positive relationships with organized labor, community and church leaders. Embrace, value, and foster the participative and democratic inclusion and input of worker members in shaping Hawaii Workers Center's programs and strategy.
- Cultivate external relationships and support with employers, local and national elected officials, labor unions, community leaders, media, and allied organizations and advocacy groups.

3. Fundraising and financial leadership

- With the support and participation of the Board of Directors and staff, grow resources to achieve the organization's mission and strengthen financial sustainability.
- Develop funder and political relationships to raise funds through individual, union and corporate donors, foundations, and government grants.
- Ensure strong financial health and management.

4. Staff leadership and overall organizational management and development

- Inspire the staff with visionary leadership, communication, and strategic thinking. - Foster and prioritize a healthy internal culture, strong sense of team, and positive staff morale.
- Oversee effective internal and external communications utilizing varied strategies including website, social media, direct mail, email etc.
- Oversee management of the organization's human resources in collaboration with the Co-Executive Director.

5. Partnership with the board of directors

- Foster strong relationships and mission alignment among board, staff, and members. Support on-going learning regarding Hawaii Workers Center programs, strategy, and impact.
- Maintain clear ED and board roles and collaboration to help the board be successful in their governance roles.
- Guide and support thoughtful and strategic board recruitment and development.

QUALIFICATIONS: The preferred candidate will be a proven professional with demonstrated successful experience in leading a team, overseeing fundraising activities, expanding mission relevant programs, and ensuring organizational effectiveness. The ideal candidate will bring the following experiences, skills and knowledge:

- A proven passion for, commitment to, and success in working with the low waged worker and immigrant/migrant communities, with a focus on organizing for social and economic justice, labor rights.
- Strong interpersonal skills that have forged productive relationships across broad sector lines (clients, staff, funders, donors, community partners, community leaders, public officials, etc.)
- Proven experience developing and leading program areas including but not limited to supervising staff, strategic planning for allocation of staff resources, recruiting, training and supervising volunteers.
- Successful record in direct fundraising, including writing grant proposals to foundations, governmental agencies and leading major donor campaigns or events.
- Proven success in planning and winning policy and/or issue campaigns.
- A clear vision for the future and the ability to plan and execute measurable results.
- Understanding of nonprofit finance and the ability to oversee preparation and management of a balanced budget, an annual audit and appropriate cash reserves.
- Three or more years of progressively responsible leadership experience in an organization.
- Overall high-level understanding of social media, electronic media, databases, and standard software.
- Valid Hawai'i driver's license, availability of personal vehicle and personal vehicle insurance coverage
- Education: minimum a BA/BS degree from an accredited college. Equivalency for approved foreign colleges and universities.

COMPENSATION: Salary range is \$60,000 A benefits package is offered.

APPLICATION DEADLINE: Position open until filled.

APPLICATION PROCESS: Email (Word or PDF document) to: hiworkerscenter@gmail.com. A complete application must include: a current resume, three professional references, and a cover letter summarizing interest, qualifications, relevant experience, and compensation requirements.

Hawaii Workers Center is an equal opportunity employer that hires and promotes staff, recruit volunteers and provides services to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age or physical ability.