



# HAWAII WORKERS CENTER

Defending and Respecting the workers of  
Hawaii

(808) 734-1031 ☎

hiworkerscenter@gmail.com ✉

Mail: P.O. Box 29969, Honolulu, HI 96820 ✉

[hawaiiworkerscenter.org](http://hawaiiworkerscenter.org) 🌐

## Position Description

### Executive Director – Hawaii Workers Center

June 2, 2025

**The Hawaii Workers Center** seeks a visionary, strategic, energetic leader for its next Executive Director.

**THE ORGANIZATION:** Launched in May, 2020, the Hawaii Workers Center is a hub for organizing, leadership development, education, and training of lower-waged, unorganized workers.

**OUR MISSION AND VISION:** To build worker power by organizing 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, visionary, creative leader, who is an experienced organizer and manager to work in partnership with our dedicated, community-based Board of Directors, devoted volunteers, staff organizers, worker leaders and collaborative partners to implement the organization's vision.

**POSITION SUMMARY:** The Executive Director reports directly to the Board of Directors and is responsible for leading all aspects of a successful nonprofit organization, power building, social justice organization including overseeing all aspects of the organization – fund development, staff management, strategic planning, program development and assessment, fiscal management, public relations and ensuring compliance with legal and regulatory requirements.

#### Key Responsibilities Include:

- **Strategic Planning and Leadership**— In collaboration with the Board, developing and implementing long-term strategies and goals that build a powerful base of low-wage workers and which improve the lives of workers, and leading staff and worker leaders to achieve them.
- **Financial Management**— Overseeing budgets, fundraising, and ensuring the financial health and sustainability of the organization.
- **Campaign Development and Evaluation**— Developing and implementing campaigns and programs, ensuring they align with the organization's mission with an emphasis on base-building, power building, leadership development and evaluating their effectiveness.

- **Staff Management**— Hiring, supervising, and managing staff, providing leadership and development opportunities, and creating a positive work environment.
- **Communications and Community Relations**— Building and maintaining relationships with key allies, including donors, volunteers, unions, community partners, and the media. Representing the organization to the public, advocating for its mission, and promoting its work
- **Compliance**— Ensuring compliance with all relevant laws, regulations, and ethical standards. .
- **Board Support**— Collaborate with the board of directors, providing regular reports, seeking their input, implementing their decisions and ensuring a highly motivated, engaged, effective board Guide and support thoughtful and strategic board recruitment, development and strategic planning.
- **Fundraising**— Leading or managing fundraising efforts, seeking grants, donations, and other funding sources to ensure long-term sustainability
- **Organizational Development and Operational Management**— Promoting a culture of continuous improvement, innovation, and learning within the organization. Ensuring effective day-to-day operations, ensuring efficient workflows, and managing resources to achieve long-term sustainability.

The ideal candidate will bring at least five years of expertise in organizational development, fundraising, and power building through organizing. More specifically, the candidate we seek has successfully built a base of leaders, planned and conducted successful campaigns, built and led coalitions and trained and supervised organizers and support staff. The candidate will be able to center the organization's work around the empowerment of worker leadership. 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.

The candidate we seek will bring a proven passion for, and successful track-record in working with low-waged workers and immigrant/migrant communities, with a focus on organizing for social/economic justice and labor rights. The Executive Director we seek will bring a successful record in direct fundraising, including writing grant proposals to foundations, governmental agencies and leading major donor campaigns or events. The ideal candidate will have 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. Further, our next Executive Director must bring an understanding of nonprofit finance and the ability to oversee preparation and management of a balanced budget, an annual audit and appropriate cash reserves along with three or more years of progressively responsible leadership experience in an organization. Experience with legislative advocacy is a plus.

The candidate we seek will have an overall high-level understanding of media relations, social 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. A successful candidate must be able to work flexibly including some evenings and weekends.

**COMPENSATION:** Salary range is \$72,000-76,000. A generous benefits package is offered.

**APPLICATION DEADLINE:** Position open until filled.

**APPLICATION PROCESS:** Email (Word or PDF document) to: [hiworkerscenter@gmail.com](mailto: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.

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