MANAGER OF HI’ILEI ALOHA LLC (VOLUNTEER)

The Manager, who will be one of a board of three appointed managers, is expected to direct and oversee the Chief Operating Officer (“COO”) of Hi’ilei Aloha LLC (the “Company”), and oversee the Company’s business affairs, subject to limitations in the Company’s operating agreement (“Operating Agreement”) or by law. The Manager may be tasked with oversight of additional companies of which the Office of Hawaiian Affairs or the Company is a member (“Member”).

Except for situations in which approval of the Member is required by the Operating Agreement, the Manager will have authority, power and discretion to oversee the business, affairs and properties of the Company, to make all decisions regarding those matters, and to perform any and all other acts or activities customary or incident to the management of the Company’s business.

PART-TIME POSITION, TERM AND SERVICE WITHOUT REMUNERATION

This is a part-time position in which the Manager is expected to devote approximately 3-5 hours per month. Each Manager appointed by the Member shall serve staggered terms of approximately three (3) years, two (2) years, and one (1) year. The terms shall end on the day of the month in which the Manager takes office. Subsequently, the Member shall appoint each Manager to serve a new three (3) year term or the remainder of the unexpired three (3) year term. In accordance with the terms of the Operating Agreement.

The Manager shall serve without remuneration except the Company shall reimburse a Manager for ordinary, necessary, and reasonable direct expenses incurred by the Manager on behalf of the Company in carrying out the Company's business activities.

Essential Functions & Responsibilities

1. Manager’s Authority: The Manager has the authority to manage and oversee the Company’s COO and the Company’s business. The Manager reviews the COO’s recommendations and makes decisions consistent with the Operating Agreement, the Company's annual objectives, the approved budget and best practices.

2. Review of Operations: At least once a month, meets with the COO and executive staff to review overall Company operations to ensure the business is progressing in a culturally appropriate manner and in compliance with acceptable business practices. Oversees Company use and maintenance of facilities and property. Assigns projects and requests reports as needed.

3. Strategic Plan and Company Objectives: Reviews and approves Company’s Long Range and annual objectives, goals, policies and programs. Ensures compliance with Operating Agreement.

4. Budgeting and Finance: Reviews and approves operating and capital budgets. Monitors Company’s implementation of approved budgets. Reviews financial reports, including income statements, balance...
sheets, and reports, tax returns; and reports for government regulatory agencies or other compliance purposes. Oversees investment of Company funds and approves large Company expenditures.


6. Performs other duties as assigned by the Member.

Minimum Qualifications

1. Must possess a bachelor’s degree or equivalent work experience.

2. Experience in business administration is desirable.

3. Five years of administrative experience that involved management and oversight of professional staff and responsibility for the development, management, execution and coordination of program policies and activities. Administrative experience shall include but not limited to oversight of staff and work performance, budget planning and development, project management, understanding of contract management, risk management, human resources processes and procedures, high level strategic planning, collaboration with subordinates to develop professional development plans, and experience engaging various stakeholders of the professional, academic and Native Hawaiian communities.

4. Three years of administrative or executive level experience in non-profit organization governance and management of non-profit organizations.

How To Apply

To apply for this position, Download, complete and submit this application form along with a resume and cover letter to:

OFFICE OF HAWAIIAN AFFAIRS
560 N. Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817
Attention: Human Resources
Or via email: ohahr@oha.org

An Equal Opportunity Employer