



Rescuing Quality Food to Nourish and
Strengthen Our Community

Executive Director Job Description

ORGANIZATION OVERVIEW

Aloha Harvest was established in 1999 and is the largest food rescue and redistribution organization in Hawaii. Founded to tackle challenges regarding food insecurity and waste, Aloha Harvest strives to build a less wasteful and more equitable food system by rescuing excess food to feed Hawaii's hungry. Aloha Harvest offers pick-up and delivery services year-round, 7 days a week, completely free of charge.

THE OPPORTUNITY

The Board of Directors is seeking a visionary and collaborative Executive Director who is passionate about food systems and environmental justice to steward Aloha Harvest's legacy and take the organization to the next level--maximizing the impact of the organization's social and environmental mission of rescuing quality food to nourish and strength our community. The Executive Director will be responsible for giving direction and leadership to the organization; strengthening and developing relationships with community agencies and financial donors; and executing the organization's strategic goals and initiatives.

KEY RESPONSIBILITIES

- ✓ Report to and partner with the Board of Directors
- ✓ Strategic planning and implementation that meets mission-based goals and objectives and addresses challenges and opportunities in the internal and external environment
- ✓ Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit
- ✓ Recruit, hire, develop and retain Aloha Harvest team to manage all organization functions, and review and approve contracts for additional services needed
- ✓ Create annual operating budget and oversee all fiscal operations
- ✓ Ensure fund development activities to support all program operations
- ✓ Ensure that existing and new Aloha Harvest programs are effectively implementing mission
- ✓ Utilize systems to evaluate program progress and impact
- ✓ Oversee marketing and other communications efforts
- ✓ Serve as spokesperson to Aloha Harvest constituents, the media and the general public
- ✓ Represent Aloha Harvest in coalitions, networks and alliances
- ✓ Actively engage and energize volunteers, partnering organizations, and funders

QUALIFICATIONS

- ✓ Post-secondary degree(s), preferably in related field(s)
- ✓ At least 5 years of leadership/management experience, preferably in community-based non-profit sector
- ✓ Knowledge of O'ahu geography, food systems, social and environmental service sector, and funder environment preferred
- ✓ Past success working with a Board of Directors
- ✓ Experienced with key aspects of non-profit management, including governance, operations (fiscal, HR, risk/liability, etc), marketing and fund development, and program development and management
- ✓ Track record of effectively recruiting, managing, and developing staff and management teams
- ✓ Excellence in organizational management with the ability to set and achieve strategic objectives and manage a budget
- ✓ Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- ✓ Commitment to quality programs and data-driven program evaluation
- ✓ Tech savvy and able to solve operational challenges and opportunities through technology
- ✓ Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- ✓ Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- ✓ Ability to work effectively in collaboration with diverse groups of people
- ✓ Proven fundraiser. Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- ✓ Solid, hands-on, fiscal management skills, including budget preparation, financial analysis, decision-making and reporting

SALARY RANGE & BENEFITS

\$90,000 - \$100,000 per year with bonus opportunities. Quality benefits package includes health/dental, vacation/sick, and 401(k) matching.

APPLY

Submit a résumé and letter that speaks to your interest in--and ability to lead—to Aloha Harvest at alohaharvestjobs@gmail.com by August 30, 2023, for full consideration.

Aloha Harvest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.