



# West Hawai‘i Mediation Center

## **DESCRIPTION**

West Hawaii Mediation Center (WHMC) seeks a full-time Executive Director with a passion for conflict resolution to implement the organization’s 3-year strategic plan, ensure organizational stability, and grow our community presence. The position is based out of WHMC’s Waimea office on the Island of Hawaii.

## **About WHMC**

Founded in 1988, West Hawaii Mediation Center (WHMC) is a nonprofit 501(c)3 community mediation center governed by a dedicated, volunteer Board of Directors. Our mission is to provide dispute resolution services and education services to empower individuals and build communities that view conflict resolution as a catalyst for positive change. Through our mediation and education programs, WHMC provides tools and opportunities for people to resolve their differences in a safe and neutral environment.

For more than thirty years, WHMC has provided an array of high quality conflict resolution services to community members and organizations throughout West Hawaii. In addition to mediation and community training, WHMC provides in-school youth conflict resolution programs through a partnership with the Department of Education. Our services are made available and affordable through the consistent and dedicated efforts of trained volunteers and staff, combined with extensive fundraising and public/private funding partnerships. WHMC is a member of a statewide organization, Mediation Centers of Hawaii (MCH), which consists of five independent, non-profit mediation centers.

WHMC has entered a phase of strategic reflection and growth, and seeks a leader who can deliberately and enthusiastically lead the organization and help it thrive and grow.

## **Responsibilities**

The Executive Director’s responsibilities include:

- Overseeing the day-to-day operations of a busy mediation center, including managing and supporting staff and volunteers;
- Working closely with the Board of Directors to ensure the execution of the recently adopted 3-Year Strategic Plan;
- Overseeing and ensuring the financial health of the organization in partnership with a part-time bookkeeper and the Board Treasurer;
- Developing and executing an annual fund strategy that includes individual and major donor cultivation, grant writing and reporting, and high-yield events;
- Developing and executing effective marketing and communications to increase the visibility and promote a positive reputation for the Center;
- Representing the organization in the public realm through public speaking, community outreach, and partnership development;
- Collaborating with staff and providing strategic vision to the organization’s programs.

## Qualifications

- Commitment to the WHMC mission and to providing long term, dedicated leadership to the organization;
- 5-10 years of nonprofit leadership experience and/or equivalent experience;
- Proven success in identifying, securing, and retaining individual donors and major gifts for a nonprofit organization;
- Proven track record in successful grants management for an organization including prospect research, writing, and reporting to grantors;
- Expertise in marketing and communications strategies, including print and digital media;
- Fluency in financial management including but not limited to developing budgets, reading balance sheets and a P&L, and monitoring cash flow; working knowledge of Quickbooks preferred;
- Expertise in staff and volunteer recruitment, retention, and appreciation;
- Excellent verbal and written communication skills, as well as strong interpersonal skills;
- Proficiency with common computer applications and ability to utilize new technology;
- Highly organized and self-motivated with the ability to handle multiple tasks, projects, and priorities independently;
- Willingness to jump in and help with any task that needs attention and support staff and volunteers at every level of the organization;
- Availability to work periodically on nights and weekends;
- Must have reliable access to vehicle;
- Must pass criminal background check and child abuse clearances;
- Knowledge and experience in the West Hawaii community a plus.

Once hired, the Executive Director must be willing to complete the four day Basic Mediation Training with WHMC or one of our partners at Mediation Centers of Hawaii.

**Start Date:** June 1, 2018

**Salary Range:** \$50,000-\$55,000/year

### **Compensation and Benefits:**

The Executive Director position is an exempt, full time position. He/she will be provided with a competitive compensation package.

### **Applications**

To apply, please submit your resume and cover letter to: [ed @ whmediation.org](mailto:ed@whmediation.org)

WHMC is an equal opportunity employer, providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. All are encouraged to apply.