Hawaii Workforce Funders Collaborative - Executive Director

Collaborative overview: The mission of the Hawaii Workforce Funders Collaborative (HWFC) is to strengthen partnerships and systems to provide equitable access to living wage jobs for all Hawai‘i residents.

Our vision is a thriving Hawai‘i economy in which everyone participates and has fair access to living wage jobs that strengthen families and communities; where current and new employers can count on a diverse and qualified local talent pool; and where everyone, especially those who have been historically excluded, can live with security, dignity, and agency in their work.

We seek to accomplish this vision by developing an enduring funder collaborative that engages employers, policymakers, training programs, and education systems in 1) establishing high-quality career pathways into good jobs, 2) elevating the importance of workforce development, and 3) leveraging data, best practices, and local and national networks.

Our work is driven by the key values of:

- Acting locally, with a focus on Hawaii;
- Innovating, by seeking collective solutions, and promoting cultural and geographic equity;
- Taking a strategic approach based on current and future employer demand;
- Lifting up “Plus 1” jobs that enable residents to take care of themselves plus at least one other person; and,
- Being goal-oriented, by collectively measuring results for greater impact.

Position overview: This is a full-time, grant-funded position at the Hawaii Workforce Funders Collaborative and housed within a member organization. The Executive Director works to ensure that the strategic goals and objectives of the HWFC are accomplished. The position oversees the general and day-to-day operations of the HWFC, reports to the chair of the Collaborative (an appointed member from amongst the participating funding organizations), and is accountable to the members of the HWFC.

Lead organizers of this collaborative are the Hawaii Community Foundation, HMSA, Harry & Jeanette Weinberg Foundation, and Harold K.L. Castle Foundation.
Duties and Responsibilities

Leadership and strategy formulation. Staffing and facilitating the collaborative to shape and execute a compelling workforce strategy.

Collaborative engagement with various segments of the workforce development arena, including employers, industry sectors, K-12 and higher education, labor and other business organizations. Support alignment and cohesion amongst the various groups focused on advancing the workforce in Hawaii.

Build, grow and support a learning community, focusing on informing and advancing best practices and catalyzing innovation.

Oversee learning agenda, data collection procedures, and the work of any external evaluators. Oversee collection, review and presentation of key metrics that monitor progress towards strategic framework objectives and priorities.

Fiscal and grants management. Solicit, select, and manage all grants and contracts awarded by the collaborative. Prepare internal budget and support fundraising efforts.

Engage current and potential HWFC members through regular updates, briefs, and meetings, and influence key decision-makers through targeted communication, presentations, briefs, and outreach, including guiding the work of consultants and partners to carry out this work.

Participate in, and exercise leadership when needed, priority industry sector partnerships.

Qualifications

The ideal candidate for Executive Director will demonstrate:

- Knowledge of workforce development systems, financing, and program design and the ability to be a thought leader in developing innovative workforce development models and policies that lead to structural change,
- Familiarity with grantmaking, grants management, evaluation and performance management,
- Project management skills and experience with complex, multi-component programs, organizations, or initiatives, including a track record of change management,
Seven to ten years of relevant work experience with a proven track record of management success,

Past experience advancing a results-based equity agenda in public education and/or workforce development;

Bachelor’s degree required; Master’s degree in related field (e.g. MBA, MPP, Public Administration, or Social Work,) from an accredited university preferred,

Strong financial management skills, including budgeting and cash flow management,

Experience with fundraising and stewardship, including grant writing and proposal development, and experience with public policy advocacy and communications.

He/She will demonstrate or attain the following skills and characteristics that are expected of all program staff from participating foundations.

**Facilitation.** You are an active listener, you ask relevant follow-up questions that further group learning, you are able to navigate tension and unpredictability, and you are adept at creating spaces for diverse perspectives to be heard. You bring closure by summarizing key insights and next steps and show excellent follow-through in moving group decisions forward.

**Learning orientation.** We don’t expect you to know everything, but we do expect you to be an eager and perceptive learner with a growth mindset, reading widely in your field, reaching out to those with more experience, using multiple types of data to assess progress, and sharing what you learn with the rest of your team. You are prepared to challenge your own assumptions and learn from your own mistakes as you think and act strategically. You are resilient and persistent in achieving meaningful outcomes.

**Communication.** You can speak and write clearly, succinctly, and persuasively. You have strong skills in listening to others with empathy.

**Composure and judgment.** You are practiced at staying calm and focused in the presence of tension. You can juggle fast-paced work and competing priorities while achieving meaningful results. You make fact-based decisions after listening to diverse perspectives.

**Interpersonal ability.** You value relationships and are able to build trust and goodwill with individuals across political, religious, cultural, economic, racial, and other differences. You are open to feedback and committed to ongoing self-improvement. You are humble and lead by example. You are able to take risks and recommend big bets when they are justified.

**Organization and planning.** You are a self-starter who stays on top of your work, can handle many moving parts with ease, and manage your time efficiently and productively. You are skilled in project management and able to meet deadlines.
Other important aspects of the job

The Executive Director needs to be comfortable working alongside people with whom they have disagreements; able to be transparent about their own thoughts and views while being open to other perceptions and approaches; and invested in building bridges and finding common ground.

The Collaborative is an unincorporated entity of interested funders with shared resources that sit at the Hawaii Community Foundation. Governance of the Collaborative is performed by a sub-set of participating members, led by a rotating Chair and Vice Chair.

The Executive Director must demonstrate her/his commitment to the belief that diversity of experiences and voices leads to better outcomes while demonstrating a consistent commitment to diversity, equity, and inclusion, both personally and professionally.

Job duties can be fulfilled as either a full-time employee or a contract position. Office space is available, though this is intended as a partial or fully remote position.

About the Application Process

To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to careers@castlefoundation.org on or before 5:00 p.m. HST on Friday, April 8, 2022. In your email, use the subject line: HWFC Executive Director. If the Collaborative is interested in speaking with you, expect to be contacted within 30 days of submission.

Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Finalist candidates for this position will be required to answer questions by email or phone, participate in interviews, provide writing samples, and participate in an exercise that gives us a sense of how you analyze issues, work with others, and problem-solve. (As a condition of employment, background checks are completed post offer.)

Questions? Contact Alex Harris, Harold K.L. Castle Foundation, aharris@castlefoundation.org. Please refrain from phone follow-ups. Thank you.