



## JAPANESE CULTURAL CENTER OF HAWAI'I

2454 South Beretania Street  
Honolulu, HI 96826  
(808) 945-7633 · [www.jcch.com](http://www.jcch.com)

*Honoring our heritage. Embracing our diversity. Sharing our future.*

### Job Announcement

July 1, 2018

**Position Title:** President & Executive Director

**Status:** Regular, Full-Time, Salaried, Exempt Position

**Start Date:** Flexible: November 2018 to January 2019

**Reports To:** Executive Committee and Board of Directors

**Salary:** \$110,000 and commensurate with experience

**Benefits:** Medical, dental, vision coverage; vacation, sick leave, holidays; Simple IRA

For more than 30 years, the Japanese Cultural Center of Hawai'i (the "Center") has been dedicated to preserving the history and culture of Japanese Americans in Hawai'i. The Center's mission is:

To be a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i. We do this through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values found in our Japanese American traditions and the spirit of Aloha.

The vision of the Center is expressed as follows:

We aspire to co-create a society where a deeper knowledge of one's heritage and a profound understanding of oneself will enable enlightened connections among all people.

The Center seeks a new President & Executive Director who has a passion for the mission and vision of the Center. The Center's new leader must have proven management skills; financial/ business discipline; fundraising; facilities management; strategic thinking ability; expertise in coalition building; excellent written and oral communication skills; organizational and decision-making experience; and an understanding of the local political and community culture of Hawai'i. This position requires working some evenings and weekends.

## **POSITION DESCRIPTION**

The President is the general manager and chief executive officer of the Center and, subject to the oversight of the Board of Directors, is responsible for the supervision, direction, and control of the business of the Center.

### **Governance**

- Ensures compliance with directives from the Board of Directors and all corporate requirements, including those set forth in the Center's Charter of Incorporation and Bylaws.
- Works with the Board of Directors to develop, implement, review, and update the Center's strategic plan.
- Regularly reports to the Board of Directors and its standing committees on the operating and financial condition of the Center via appropriate performance measures.
- Serves as ex-officio, non-voting member of the Board of Directors, the Board of Governors, and each standing committee.
- Works with the Chair of the Board of Directors to prepare the agendas for and manage the meetings of the Board of Directors and committees; oversees the preparation of minutes of the meetings.
- Briefs the Board of Directors on matters that require their consideration and approval.
- Supports the Board of Directors with respect to Board member recruitment, orientation, training, and self-evaluation.

### **Business Administration**

- Manages the operational and financial performance of the Center, including the development of fiscal controls.
- Prepares an annual operating budget for the Center for review and approval by the Board of Directors.
- Promotes positive morale and good working relationships among employees and enables the Center to attract and retain highly qualified and motivated employees.
- Supervises all employees of the Center and manages the recruitment, hiring, disciplining, and termination of employees.
- Oversees and manages all vendor relationships and monitors compliance with the terms and conditions of all vendor contracts.
- Develops a technology plan to enhance the Center's technological capabilities.
- Oversees the preparation of timely filings with regulatory agencies and taxing authorities.
- Establishes annual program priorities

- Ensures compliance with all legal requirements to maintain in good standing the Center's tax-exempt status as a 501(c) (3) organization.

### **Programs**

- Evaluates existing and proposed programs, events, and activities on an annual basis and consults with the Board of Directors on which to implement.
- Develops and manages program, event, and activity alliances, partnerships, and joint ventures with other organizations as appropriate.

### **Fundraising**

- Develops, implements, and manages short-term and long-term fundraising plans (campaigns, planned giving, annual fund and major gifts) for review and approval by the Board of Directors.
- Develops and maintains favorable relations with key corporate and individual donors, foundations, organizations, and other financial supporters of the Center.
- Oversees the research, writing, and submission of grant proposals and administers and manages compliance with the terms of all grants awards, including preparation and submission of reports to grantors.
- Works with the Board of Directors to develop and implement a plan for a permanent endowment for the Center.

### **Member Relations**

- Manages relations with the Center's membership and other stakeholders and keeps the Center's members engaged with the Center's programs and activities.
- Improves membership retention and development of new members.
- Coordinates all membership related events provided for in the Bylaws, including the election of directors, the annual meeting of the members, and any special meetings of the members.

### **Volunteer Relations**

- Promotes positive morale among volunteers and maintains good working relationships with them.
- Manages the recruitment, training, utilization, and retention of volunteers.

### **Marketing and Public Relations**

- Develops, implements, and manages a marketing plan for the Center.

- Regularly evaluates and improves the Center’s website.
- Acts as a spokesperson for and representative of the Center and promotes the Center through external communications utilizing various media, including, but not limited to: media releases, interviews, press conferences, brochures, website, and other modes of communication.
- Represents the Center at public and civic events and in meetings with representatives of business, government, community organizations and foreign organizations.

### **Facilities Management**

- Oversees the following tasks of the Center’s property manager:
  - Attract and maintain tenants with similar corporate visions and goals for synergistic support.
  - Establish rental rates and Common Area Maintenance rates that are in line with the budget and fiscal requirements of the Center.
  - Maintain the integrity of the building systems and physical grounds by contracting for maintenance services, supervising repairs, and inspecting routine services. The services may include, but are not limited to, plumbing, air conditioning, electrical, and landscaping.
  - Secure the Center by contracting with security patrol services; maintaining security devices; establishing and enforcing policies and procedures; and responding to emergencies.
- Works with the Board of Directors to establish reserves for maintenance and capital improvements.

### **Board of Governors**

- Works with the Board of Directors and Board of Governors to define the role of the Board of Governors.
- Coordinates with and supports the Board of Governors in conducting its meetings and activities.

### **APPLICATION REQUIREMENTS AND PROCESS**

1. Send cover letter explaining your interest in the position, resume, and the names of 3 people who have worked with you in the past 3-5 years (include telephone and e-mail address) to the Search Committee Chair, Attn: Mr. Ken Hayashida, JCCH Board Chairman, c/o [Miyashiro@jcch.com](mailto:Miyashiro@jcch.com)
2. Cover letters and resumes will be reviewed by Search Committee beginning August 15, 2018 and will continue until a candidate is selected.

3. The Search Committee will begin its interviews in September and may continue through October 2018.
4. The Search Committee will recommend one or more candidates to the JCCH Board of Directors for final interview and approval at its fall meeting. The start date is flexible; preferably between November 2018 and January 2019.