



<b>Job Title:</b>	Opu Nui Director	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Administration	<b>Travel Required:</b>	Yes
<b>Location:</b>	Kāko'o 'Ōiwi	<b>Position Type:</b>	Full-time
<b>Level/Salary Range:</b>	Management	<b>Date Posted:</b>	09/12/2022
<b>HR Contact:</b>	Jonathan Kanekoa Kukea-Shultz	<b>Posting Expires:</b>	10/31/2022
<b>Will Train Applicant(s):</b>			
<b>Internal Posting URL:</b>	www.kakooiwi.org\jobs		

**Applications Accepted By:**

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Subject Line: Opu Nui Director

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**Job Description**

Kako'o'Oiwi is looking for a hard-working, experienced Opu Nui Director to manage the Opu Nui kitchen and poi mil, Hoolauana washpack station, and the Hapai Pu program. Opu Nui, the kitchen and poi mill, is one of the foundational programs at Kako'o. Oiwi. This position will help to implement Kakoo Oiwi's mission (To perpetuate Hawaiian Culture and Practice) through the food production system of large scale raw and value-added products that represent our cultural values and legacy from He'eia and our windward families. Opu Nui provides community activities; healthy locally available food sources and produces products that families can take back to their 'ohana creating a reciprocate benefit to both communities and land.

The 11 month, Hapai Pu Program works to develop individuals in the area of 'ahupuaa management techniques unique to our area and will receive training in the areas of:

- Kalo farming & value-added food production,
- Conservation through flood mitigation, and ecosystem management,
- Heavy equipment operation,
- Volunteer management, and
- Environmental education and awareness

The work site rotates between 3 work organizations. Each site will provide guidance, supervision, and ample work Mondays through Wednesdays. On Thursdays and Fridays, all individuals will support Poi Day and other food production at Kāko'o 'Ōiwi. Schedule subject to change.

(\*fish and he'e from Paepae o He'eia, wild pig certified, and processed from our forest in our certified kitchens; and hoio, kalo, ulu and other starches and vegetables grown from Kako'o O'iwi land.)

## **ROLE AND RESPONSIBILITIES**

### **Opu Nui**

- Oversee facility repair and maintenance
- Ensure facility is compliant with fire safety and other requirements
- Oversee and frequently review external requests for facility use
- Co-create and maintain facility policies and procedures
- Oversee pricing determination for facility use
- Serve as an additional point of contact for HCDA (landlord) and community partners
- Maintain compliance with property lease and State right of entry contract
- Maintain manage and staff under Opu Nui

### **Hapai Pu**

- Establish the Hapai Pu program as outlined
- Co-facilitate programmatic outcomes

### **Employee Management**

- Ensure high level of accountability with staff and create team environment
- Conduct annual evaluations with direct reports
- Plan and lead regular staff meetings
- Co-design and hold employees accountable to individual self-care plans
- Co-design and implement team and individual employee development plans
- Participate in human resource meetings to discuss overall company HR policy and procedure

### **Program Strategy**

- Lead in annual program planning
- Support supervisor in developing a long-term (3-5 years) program development strategy
- Solicit and foster a variety of external partnerships that supports program strategy
- Create and/or advocate for adjustments in existing systems, policies and procedures that benefit the organization and its programs.
- Identify, assess, and document feasibility of potential growth opportunities
- Regularly solicit information from all program staff in order to inform short and long-term strategy
- Regularly communicate program vision and strategy to teams

### **Fiscal Management and Strategy**

- Develop annual program budgets
- Communicate regularly with accounting team
- Create and/or advocate for adjustments in existing fiscal systems, policies and procedures that benefit the organization and its programs

- Identify and communicate budget shortfalls, discrepancies, etc. to supervisor
- Hold self and team accountable to fiscal policies and procedures
- Hold fiscal compliance as a top priority in daily activities and seek guidance when necessary

#### **Development**

- Meet prospective donors and supports on a continual basis to establish effective communications
- Oversee grant seeking including research and proposal writing.
- Make public appearances/accept speaking engagements to share information
- Oversee creation of collateral to support fund raising activities

#### **Grant Management**

- Serve as point of contact for contracts and grants awarded
- Maintain compliance with all grants and contract requirements including reporting
- Pro-actively communicate foreseen operation and budget challenges and solutions to granting agency contacts
- Clearly and regularly communicate grant requirements to direct reports and larger team when appropriate
- Hold direct reports to a high level of accountability for implementing contracted activities
- Work with accounting team to meet all fiscal requirements of contracts and awards

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Completed a bachelor's degree or have at least 6 years of experience related to under resourced youth
- Must be proficient with Microsoft Office Suite and be proficient with Microsoft Word and Excel
- Have experience working with under-resourced youth
- Excellent verbal communication skills
- Able to provide mentorship and guidance to staff and members
- Knowledge of green jobs or natural resource management, culinary programs, and general farm management
- Able to network with companies, organizations, and the community to solicit partnership opportunities or resources
- Program development background
- Significant supervisory experience

#### **PHYSICAL REQUIREMENTS**

- Must be able to stand for several hours.
  - Must be able to lift up to 25 pounds unassisted
  - I acknowledge that I am able to perform the position with/without accommodations:
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**PREFERRED SKILLS**

- Understanding of profit models to contribute to the profitability of the Opu Nui Program.
- Hands-on experience with spreadsheets
- Accuracy and attention to detail
- Self-motivated and ability to work independently
- Integrity and a willingness to learn
- Willingness to work weekends
- Positive work attitude

**ADDITIONAL NOTES**