



Na Leo 'O Hawaii President & CEO Position Description

Position Title: President/CEO
Reports to: NLOH Board of Directors

Role: Professional

Date: January 3, 2023

Primary Role/Function

Responsible for establishing and executing major goals and objectives for Na Leo 'O Hawaii (NLOH). Interprets and implements policies established by the Board of Directors. Provides leadership, direction and guidance of NLOH activities. Analyzes and evaluates the effectiveness of all operations and programs. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinates and appraises assigned personnel. Represents NLOH to regulatory agencies, trade associations, community and civic organizations, producers and other public access organizations.

Job Responsibilities

- 20% Assumes responsibility for the development and implementation of effective strategic plans. Executes all board-approved policies. Directs and oversees short-term and long-term strategic planning. Develops and implements operational plans, policies, and goals that further the strategic objectives. Oversees the development of appropriate marketing strategies for NLOH.
- 20% Assumes responsibility for the effective administration of NLOH functions and support activities. Evaluates corporate-wide operations and ensure their effectiveness. Oversees all daily operations, facilities, programing, grants and marketing programs. Evaluates specific results of programs and grants. Takes necessary corrective actions and reports findings to the Board of Directors. Ensures that the structure of NLOH is organizationally sound and that the departmental units are developed and maintained in an efficient manner. Prepares the annual budget for Board approval. Ensure compliance with all laws and regulations. Ensures that all legal obligations are completed, including payment of taxes, maintenance of appropriate insurance, and filing of required governmental reports. Coordinates major activities of subordinates.
- 20% Assumes responsibility for maintaining effective communications and coordination with personnel, the Board of Directors and outside organizations. Informs the Board of Directors on all pertinent matters. Supplies necessary guidance to assist the Board in recommending long and short term objectives and provides recommendations regarding NLOH rules, policies, and procedures. Attends Board meetings and reports on pertinent matters of the organization. Submits all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors. Establishes effective reporting and communications devices to ensure that personnel are appropriately informed. Conducts regular staff meetings to disseminate pertinent information and to discuss operational methods, problems, and solutions. Maintains effective relationships with the public, government officials, trade organizations, and the presidents of other PEG television stations. Acts as the principle representative of NLOH.
- 15% Assumes responsibility for establishing and maintaining effective financial policies. Maintains full awareness of the complete financial, statistical, and accounting records of NLOH. Ensures

that all assets of NLOH are adequately protected. Ensures that operating results are established in the annual budget are achieved. Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting. Ensures the financial records are maintained in accordance with established policies.

- 10% Assumes responsibility for effective human resource management throughout NLOH. Provides leadership for NLOH personnel through effective objectives setting, delegation and communications. Maintain a competent and effective managerial staff. Ensures that appropriate salary and wage structures are maintained and controlled. Delegates authority and responsibility to managerial staff. Ensures that managers are continually trained and developed so that qualified successors are available as necessary. Ensures that personnel are properly cross-trained. Coordinates and directs employees. Conducts performance appraisals as required. Formulates and implements corrective actions as needed.
- 10% Assumes responsibility for ensuring that professional business relations are established and maintained. Ensures that the public and community are appropriately informed regarding NLOH's policies and programs. Ensures that producers and other users of NLOH facilities get their relevant questions and issues promptly and courteously resolved. Ensures that NLOH professional reputation is maintained. Participates in community affairs as necessary to enhance NLOH's professional image.
- 5% Assumes responsibility for related duties as required or assigned.

President/CEO Minimum Qualifications

Knowledge Requirements

- Minimum three years administration experience or demonstrated ability to administer a non-profit organization and work with Board of Directors.
- Bachelor's degree from accredited institution.
- Understanding of financial and accounting policies and practices.
- Understanding of governmental regulations and reporting.
- Demonstrated success in developing and implementing effective programs.
- Working knowledge of personal computers and/or mainframe systems and related software applications such as: spreadsheets, word processing, etc.
- Experience and knowledge in managing and obtaining grant funding.
- Knowledge of Hawaii Island.

Skills Requirements

- Must have or be able to qualify for State of Hawaii's driver's license.
- Excellent written, oral and presentation skills.
- Strong interpersonal and leadership skills.
- Ability to work with a variety of individuals occasionally dealing with sensitive, difficult or confrontational issues.
- Ability to remain flexible in a demanding work environment and adapt to rapidly changing priorities.
- In depth analytical, computational, organizational, and conceptual skills to handle various projects and programs.
- Ability to coordinate, manage and direct others.
- Ability to display the highest degree of professionalism and courtesy at all times.

Experience Requirements

- Extensive (at least 3-5 years of progressive management experience), the last three of which have been in a position of senior or executive management of an organization.

Positions Supervised

- Business Manager
- Director of Operations
- Office Manager
- Administrative Assistant
- Administrative Specialist

Physical Requirements - Frequently

- Standing
- Walking
- Sitting
- Handling (working w/hands, arms or fingers)
- Feeling
- Ability to follow written/oral instructions
- Lifting below 25 pounds
- Vision acuity
- Night vision
- Talking
- Hearing

Physical Requirements – Occasionally

- Climbing
- Stooping, kneeling, crouching, crawling and/or squatting
- Ability to perform simple, repetitive tasks for an extended period of time
- Ability to perform complex and varied tasks for an extended period of time

Environmental Conditions – Occasionally

- Extreme Heat (warm/hot temperatures for an hour or more)
- Wetness
- Use of personal protective equipment
- Work in emergency/potentially “high stress” situations
- Working outdoors (maybe during prevailing weather/climate conditions)

Na Leo o Hawai'i

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