



Position Title: Operations Manager

Terms: Full time, regular hours, salaried, at-will, exempt position
Location: Kaneohe, Hawaii
Compensation: \$65,000 - \$90,000 commensurate with experience
(full benefit package included)
Experience: 5-7 years minimum relevant work experience
Accountability: The Operations Manager reports to the Executive Director
Overview: The Operations Manager will work to collaboratively lead a vision and plan for the property that helps to fulfill the mission of the church and the Ko'olaupoko community. He/she will be charged with working alongside the emerging non-profit Hakuhia Board of Directors that will steward Hakuhia long-term, and local partners who will provide the programming on-site.

Expectations:

- **Planning:** Support efforts to finalize the master plan and entitlement processes for the Ko'olau property, including developing operational and management plans along with consultants.
- **Operations:** Manage a small team of part-time staff working in dedicated project areas (i.e., invasive mitigation, stream ecology). Work with team members to enlist and manage volunteer church and community members to assist and provide capacity towards restoration efforts.
- **Programs:** Manage program offerings aligned with Hakuhia's mission which provide healing and learning opportunities to the members of the Ko'olaupoko community.
- **Build and Manage Partnerships:** Assist with outreach to state agencies including but not limited to the Department of Land and Natural Resources (DLNR), the Division of Forestry and Wildlife (DOFAW); community-based organizations, and technical consultant partners for planning, programming, and restoration efforts.

- **Fund Development:** Assist with grant applications for future programming and operational expansion.
- **Communications:** In conjunction with the Executive Director, assist with curating content for internal and external communication to inform and update stakeholders of use of property.
- **Other duties as assigned**

Minimum Qualifications:

- Bachelor’s degree with 5-7 years of experience in business management, operations or similar field
- Entrepreneurial mindset and skillset
- Ability to take initiative and manage multiple projects/duties with minimal direction
- Community collaborator
- Outstanding organization and communications skills
- Cultural awareness and sensitivity
- Problem solver
- Grant-writing skills

Background

First Presbyterian Church of Honolulu (FPC) currently stewards the 246 acres of conservation land formerly known as Ko’olau Golf Course in Ko’olaupoko, O’ahu. The church strongly believes it is time to reimagine other uses for the land that are more aligned with the service mission of the church and the needs of the local community. FPC, through a new not-for-profit corporation named Hakuhia, is committed to a stewardship vision for the ‘āina that serves the broader community; practices environmental stewardship; uplifts Native Hawaiian culture; provides opportunities for education and workforce training; and being financially responsible.

Hakuhia means to invent, to innovate. By remembering, connecting, and redeeming, Hakuhia will create a renewed place of healing and restoration for our community. Hakuhia is a vision where both the ‘āina and people flourish, it is the place where *Ka hia a ka Haku* - the delight of the Lord takes place.

To Apply: Please send cover letter and resume to Christopher Pan at chris@fpchawaii.org