



PRESIDENT & CHIEF EXECUTIVE OFFICER SEARCH ANNOUNCEMENT—December 10, 2020

‘Olelo Community Media, a Honolulu, Hawaii based non-profit Public, Education, and Government (PEG) community access organization serves the diversity of our unique island community with hundreds of dedicated community producers with stories about our island, our people, the many cultures we share, and the issues we face. Olelo provides innovative technology, access to media training, production facilities, and air-time on high quality distribution equipment on cable providers on Oahu and on the Internet worldwide.

As Olelo pursues sustainable growth and build upon its unique strengths, a search is underway for an experienced and collaborative executive leader to be the next President and Chief Executive Officer (CEO) The position is a critical and visible position requiring a passionate, results-oriented individual capable of motivating and directing ‘Olelo’s executive management team towards meeting the terms of its PEG Access designation contract and advancing the organization’s mission – to strengthen our island voices and advance community engagement through innovative media.

S/he will have demonstrated prior successful senior leadership and management responsibility in the for-profit, not-for-profit, or government sectors with a strong reputation as a successful leader with experience related to PEG Access.

Strong communications and interpersonal skills and a track record of being a skilled communicator before government, media, industry, clients, and general public are required.

An undergraduate degree as well as an advanced degree in business, communications, or related disciplines or clearly demonstrated equivalent experience is required.

If you are an energetic, ethical, enthusiastic team-oriented leader, who is open minded yet decisive, politically savvy but non-partisan, and meet the minimum requirements identified in the position description below, please send your cover letter and resume by December 25, 2020 to Eric Heenan of Alaka’i Executive Search via email: eric@alakaisearch.com

POSITION DESCRIPTION—President and Chief Executive Officer

Position Summary

The President and Chief Executive Officer reports to and works collaboratively with the Board of Directors in developing policy. As the key executive officer, the President and Chief Executive Officer shall ensure that the organization's content production, channel management, fiscal, operations, financial sustainability, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.



POSITION DESCRIPTION—President and Chief Executive Officer (continued)

Responsibilities:

- Manage PEG Access contract between the Company and Hawaii Department of Commerce and Consumer Affairs to ensure compliance and adherence to all contract responsibilities and reporting requirements.
- Collaborate with the board to refine and implement the strategic plan while ensuring that the budget, staff and priorities are aligned with `Olelo's core mission and that mission is fulfilled.
- Provide leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable `Olelo to achieve its long- and short-term goals and objectives; create and maintain a positive work environment.
- Collaborate with the Board and relevant committees to identify and manage Olelo's relationships with and advocacy efforts before relevant local, state, and federal government bodies to achieve desired outcomes. Leverage and maximize Olelo's influence through relationships with government officials, delivering testimony on our positions, and coalition- building among those with similar goals.
- Lead, coach, develop, motivate and retain `Olelo's high-performance management and staff team.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Ensure diverse array of content on organization's distribution platforms, and provide strategic leadership in generation of content from clients, government agencies and within the organization; ensure long term financial sustainability through portfolio investment, property management, revenue generating services such as fee for service, studio utilization and partnerships with private and public entities, rigorous program evaluation, consistent quality of finance and administration and communications systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize key stakeholders, government officials, volunteers, board members, event committees, partnering organizations, financial partners, and clients/volunteers/interns including youth participants and parents.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, financial partners, and other constituents.

Qualifications

The President and Chief Executive Officer will be thoroughly committed to `Olelo's mission. The President and Chief Executive Officer shall have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Minimum of a BA, ideally with an MBA or related advanced degree.
- At least 15 to 20 years of overall professional experience.
- At least 5 years in executive leadership.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Management of a multisite organization preferred.



- Proven track record of excellence in operational execution, contract negotiations, fiscal management, and strategic visionary for long term growth and fiscal management experience a must.
- Experience with governmental regulations and funding mechanisms, both for Hawaii and on the federal level, necessary. Relevant community based non-profit experience is highly desirable.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson and relationship builder.

ADA/OSHA COMPLIANCE:

Work Hours:

40+ hours weekly, including weekends and evenings.

Equipment Use:

1. Access to adequate transportation, possession of a valid driver's license, safe and responsible driving record and current no-fault auto insurance with at least the minimum state coverage requirements.
2. Equipment inherent to this position.

Environment:

High level of activity; air conditioned.

PHYSICAL DEMANDS:

1. Long periods of sitting; long periods of computer usage.
2. Ability to lift up to 40 pounds.

MENTAL DEMANDS:

1. Competing demands and priorities.
2. Multiple tasks and deadlines.
3. Quick decision-making, use of sound judgment, and immediate problem solving.

COMMUNICATION DEMANDS:

1. Communicate clearly, effectively and professionally, both verbally and in writing.
2. Ability to function well in public places, interact with public.
3. Ability to stay current with multiple written reports and documentation requirements.