

# EXECUTIVE DIRECTOR

*email resume to fchow@harc-hspa.com*

Job Title: Executive Director  
Company Name: Hawai'i Agriculture Research Center  
Location: Administration Office, Kunia Substation, Kunia, HI  
Job Type: Full-Time, On-site

## **Mission:**

HARC leverages Hawai'i's year-round growing conditions and diverse climatic zones to provide world-class scientific solutions in agronomy, ecosystem services, crop improvement, and sustainable forestry. HARC collaborates with local and international producers, industry, academia, and government to drive innovation to sustain agriculture in tropical regions.

## **Job Overview:**

HARC is seeking an experienced and dynamic Executive Director (ED) to manage the functioning of the organization and provide leadership to HARC's research mission. The ED is expected to enhance HARC's financial sustainability as a top priority to support both ongoing agriculture research programs as well as growth opportunities in targeted areas. The ED is expected to develop and maintain productive relationships with local, national, and international partners to advance HARC's mission.

## **Duties and Responsibilities:**

- Leads the execution of HARC's mission to leverage Hawai'i's year-round growing conditions and diverse climatic zones to provide world-class scientific solutions in agronomy, ecosystem services, crop improvement, and sustainable forestry.
- Grows the organization strategically while finding ways to meet financial and operational stability.
- Collaborates with producers, industry, academia, and government to drive innovation to sustain agriculture in tropical regions.
- Identifies critical issues that may affect HARC's plans and mission, and develops and implements appropriate strategies in response.
- Works cooperatively with the Board of Directors and builds strong Board support to achieve organizational goals. Serves as an ex-officio member of Board committees
- Ensures regulatory compliance and financial sustainability.
- Manages professional staff and active contracts, ensuring deliverables are met within budgets.
- Recruits, retains, and manages effective professional staff.
- Motivates and supports professional staff to achieve high performance and develop a positive organizational culture.
- Develops effective systems to track progress and regularly evaluates program components to measure successes that can be effectively communicated to the Board, funders, customers, and other constituents.

- Assists and supports professional staff in applying for grant funding and private research contracts.
- Seeks and coordinates appropriate partnerships to enhance and expand relationships within the community, nationally, and internationally to achieve HARC's mission.
- Represents the organization to government officials and agencies, regulatory bodies, community and agricultural organizations, funders, supporters, and the public. This includes, but is not limited to, federal, state and local elected officials and bodies; State of Hawai'i, U.S. Department of Agriculture, and other relevant government agencies; the Hawai'i Farm Bureau; the University of Hawai'i; local primary and secondary schools; the business community; and non-profits that support agriculture, workforce development, science, and natural resources.
- Maintains relationship with Kunia Village Title Holding Corporation (KVTHC), HARC's supporting 501(c)(2) tax exempt organization, and recommends potential KVTHC Board members to HARC's Board for approval.
- Maintains relationship with Kunia Village Development Corporation (KVDC), HARC's subsidiary 501(c)(3) organization focused on affordable agriculture worker housing.
- Maintains relationship with Hawai'i Foundation for Agriculture Research (HFAR), HARC's subsidiary 501(c)(3) organization focused on supporting the charitable, research, and educational purposes of HARC.

**Minimum Qualifications:**

- Advanced degree in agriculture, natural resources, or related fields.
- Minimum of 10 years of management experience, with a strong preference for experience in agriculture or a relevant science-related field.
- Demonstrated success in leading diverse, professional staff to achieve and sustain success in agriculture or related research.
- Demonstrated experience in securing and managing diverse funding sources, such as federal, state, and private contracts.
- Experience in meeting research project timelines to deliver expected outcomes in a non-profit or for-profit organization.
- Experience in budget development and management.
- Professionalism in communicating and interacting with diverse communities.
- Written and verbal fluency in English.
- Excellent communication and presentation skills.
- Computer skills (Microsoft applications).

**Desired Qualifications:**

- Experience with issues affecting agriculture in Hawai'i or across the tropics.
- Ability to establish functional relationships with relevant government and private sector entities and funders.
- Advanced courses in biotechnology, conservation, environmental science, genomics, soil health and/or plant breeding.
- High energy, creative, self-motivated.
- Well-organized.
- Team player

**Employee Benefits:**

- Medical Plan (80% employer sponsored – Kaiser Permanente)
- Dental Plan (100% employer sponsored – Hawaii Dental Service)
- Sick Leave (starts at 10 days annually), increases with employment tenure
- Vacation Leave (eligible for 15 days annually) increases with employment tenure
- Funeral Leave
- Paid Holidays
- Maternity Leave
- Paternity Leave
- 401K Plan (3% annual company contributions, plus 1% annual employee match)
- TDI
- Flexible Spending Plan
- Long Term Disability Insurance

**About Us:**

Hawai‘i Agriculture Research Center is a private 501(c)(3) non-profit agricultural research organization. Serving Hawai‘i’s agricultural sector for more than 125 years, HARC is committed to crop improvement through research and technology transfer. In addition to a state-of-the-art scientific laboratory, the organization manages two ecologically distinct experimental research farms located on the island of O‘ahu, Hawai‘i, in Kunia and Maunawili. Originally established in 1895 with a focus on Hawai‘i’s sugarcane industry, HARC restructured in 1996 as a non-profit and expanded our mission to support targeted local and international agriculture needs and priorities that also benefit tropical and subtropical production. HARC has a successful history of securing Federal and State of Hawai‘i government contracts as well as private research funding. Financial support is also provided from an income generating affiliate.