

Executive Director

Hawaiian Mission Houses Historic Site and Archives

Description

The Hawaiian Mission Houses Historic Site and Archives is looking for a dynamic Executive Director to guide the organization through its bicentennial in 2020 and continue its successes into the next decade.

Requirements

AREAS OF RESPONSIBILITY

Administration/Personnel

The Executive Director has overall responsibility for the day-to-day operations of the Hawaiian Mission Houses (HMH), for maintaining its AAM accreditation, and for ensuring HMH and its Board and staff comply with all legal, financial and administrative rules and regulations. Reporting to the Executive Director is a team that includes 11 full- and 3 part-time paid staff with assistance from trained volunteer docents and school program volunteers.

Fundraising

The Executive Director will serve avidly and passionately as a key member of the Hawaiian Mission Houses' fundraising team. Along with the Board of Trustees and Development Director, the Executive Director oversees the creation and implementation of fundraising strategies that enable the organization to meet financial and resource development goals necessary to carry out its programs and operations. The Executive Director will actively engage on a regular basis with private donors and foundations and think beyond traditional sources to identify unique funding opportunities.

Financial Management

The Executive Director ensures that solid budgeting and accounting systems are in operation and that HMH has proper financial and risk management controls in place to protect the institution's assets. The Executive Director works closely with the Controller on day-to-day financial decisions, accounts and investments.

Programming

The Executive Director works closely with the Hawaiian Mission Houses' curators to develop programs and manage collections. Using the institution mission to filter new ideas, the Executive Director guides staff in exploring new programs and evaluating current work.

Public Relations

The Executive Director, as the primary spokesperson and public face of Hawaiian Mission Houses, has the responsibility to effectively promote the organization, advocate for HMH's mission, and build relationships with key stakeholder groups including: donors, elected and public officials, area businesses, preK-12 schools, colleges and university leadership, local community leaders, and the local community at large.

Reporting Relationship

The Board of Trustees is the governing body of and has ultimate responsibility for the management of Hawaiian Mission Houses. The Board appoints the Executive Director. The Executive Director reports to and serves at the pleasure of the Board.

CANDIDATE QUALIFICATIONS:

Minimum 10 years of progressive executive management leadership positions in general management or development preferably in a private, not-for-profit organization including public museum, historical society, historic preservation group, cultural center or similar enterprise.

A degree in history, museum studies, or related field. Advanced degree preferred

Demonstrated success in fundraising, marketing and financial management.

Ability and desire to engage in broad outreach to Hawaiian Mission Houses stakeholders including donors, elected and public officials, area businesses, preK-12 schools and university leadership, and the local community at large.

Demonstrated ability to recruit, develop and manage a team that works well together.

Successful track record of working in close partnership with a committed Board of Trustees or similar.

Ability to develop, prioritize and implement effective work and strategic plans.

Knowledge of Hawaiian cultural traditions and/or 19th century American history preferred

The Opportunity:

The bicentennial of the arrival of the ABCFM missionaries to Hawaii is in 2020. This is an extremely important and rare opportunity. The Executive Director will guide the organization through the bicentennial into its next century. Hawaiian Mission Houses' Board of Trustees has already begun taking action and committing resources towards increasing revenue, targeting community needs and desires, and preparing for the events surrounding the bicentennial.

The ideal candidate will be:

A Respected Leader

A Relationship Builder

Passionate

To apply, please follow the directions below:

- Email your resume and a cover letter in .doc or .pdf format to:
 - Isolomine@missionhouses.org
- Your candidacy will be held in the strictest confidence.
- The starting date for this position is Winter, 2017/18.
- Applications received by October 15, 2017 will be considered.

THE INSTITUTION

Hawaiian Mission Houses Historic Site and Archives (“Hawaiian Mission Houses”, “HMH”)

Vision:

Hawaiian Mission Houses Historic Site and Archives enriches our community by fostering thoughtful dialogue and greater understanding of the missionary role and impact on the history of Hawai‘i.

Mission:

Hawaiian Mission Houses Historic Site and Archives preserves the heritage and interprets the stories of the American Protestant Missionaries, their descendants, and their relationships with the people and cultures of Hawai‘i, connecting with contemporary life, and encouraging a deeper understanding and appreciation of the complex history of Hawai‘i.

Main Theme: Collaboration

Collaboration between Native Hawaiians and the American Protestant missionaries resulted in, among other things, the introduction of Christianity, the development of a written Hawaiian language and establishment of schools that resulted in widespread literacy, the promulgation of the concept of constitutional government, the combination of Hawaiian with Western medicine, and the evolution of a new and distinctive musical tradition with harmony and choral singing.

History:

A 501(c)3 non-profit educational institution, Hawaiian Mission Children’s Society was founded in 1852, incorporated in 1907, and has no religious affiliation. It acquired the 1821 Mission House in 1906, restored and opened it in 1908. The organization developed a professional staff in 1970 and named the public program component Mission Houses Museum. An extensive strategic planning process culminated in early 2012 with a new name, Hawaiian Mission Houses Historic Site and Archives, as well as the above mission, vision, and theme for the historic site. HMH, which has an annual budget of about \$1.2M consisting of donations, earned revenue, grants, and income from a \$3M endowment, is an accredited member of the American Alliance of Museums (AAM) and was designated as a National Historic Landmark.

Physical Facilities:

The historic site, one acre in the middle of downtown Honolulu, includes Hawai‘i’s two oldest houses, the 1821 Mission House and the 1831 Chamberlain House, a bedroom annex interpreted as the Print Shop (1841), the Mission Memorial Cemetery, and a building which houses collections and archives, a reading room, a visitors’ store and staff offices. A coral and grass stage, Kahua Ho`okipa, was added in 2011 and is used for theatre and musical presentations. The reconstruction of a grass dwelling is in process. This was the headquarters for the American protestant Sandwich Island Mission established here from 1820 through 1863.

Collections:

In addition to the aforementioned buildings which are part of the collection, the object collection contains over 5,000 artifacts, including furniture, quilts, bark cloth, paintings, ceramics, clothing, and jewelry. The archival collections include more than 12,000 books and 300 linear feet of manuscripts, original letters, diaries, journals, illustrations, and Hawaiian church records. Hawaiian Mission Houses owns the largest collection of Hawaiian language books in the world. The size and scope of these collections make Hawaiian Mission Houses one of the foremost repositories for nineteenth century Hawaiian history.

Significance:

A National Historic Landmark since 1965, HMH preserves and interprets the two oldest houses in Hawai‘i through school programs, historic house tours, and special events. The archives, English and Hawaiian, are available on site and online. HMH collections are critical to understanding the dramatic changes in the 19th-century Kingdom of Hawai‘i that helped shape contemporary Hawai‘i. With this material on line, the geographic reach of HMH has increased dramatically both within our own state and abroad.