



**Job Title:** Director of Finance & Operations  
**Reports to:** Chief Executive Officer  
**Status:** Exempt  
**Location:** O'ahu, Hawai'i  
**Deadline to Apply:** Open until the position is filled.

**Position Summary:**

*Hawai'i Public Health Institute (HIPHI) is looking for a hands-on leader with integrity and desire to work in a dynamic, mission-driven environment.* The Director of Finance & Operations (DFO) will be a part of HIPHI's Senior Leadership Team, reporting directly to the Chief Executive Officer (CEO), and will help to lead and support the continued growth of HIPHI. The DFO will supervise HIPHI's finance & operations team, and will continue to build effective and streamlined financial systems, including financial, accounting, legal, and human resources. The DFO will oversee all compliance and regulation for government (federal, state, city) contracts and private grants. The person must be able to adapt to a continually evolving environment and thrive in a fast-paced, deadline-oriented workplace. This position is based in HIPHI's Honolulu office.

**About HIPHI:**

HIPHI is a non-profit hub for health, bringing community-based organizations, government, academia, foundations, and business together to improve the quality of life for the people of Hawai'i. HIPHI's mission is to advance the health and wellness of the people and islands of Hawai'i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building, and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI has experienced significant growth in the last five years, more than doubling revenues to approximately \$10 Million in 2022. Currently, HIPHI has a staff of approximately 39 FTE and will likely to increase to 50 FTE by the end of the year.

**Primary Responsibilities**

*Leadership*

- Share in overall responsibility for development and implementation of HIPHI strategic directions and addresses critical strategic issues in financial and operational matters.

- Collaborate with the CEO and Programs Director to lead the organization in goals development, coaching, performance assessment, and the identification and filling of skills and capacity gaps.
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and working with leadership staff to ensure staff are supported during organizational growth.
- Provide leadership and oversight of the Finance and Operations team relevant to financial aspects of the organization.
- Foster a high-performance culture characterized by service leadership, collaboration and transparency that result in strong team morale, effective talent utilization, and partnership across functional areas of the organization.

#### *Management of HIPHI's Financial Health*

- Provide leadership and subject matter expertise based on financial analysis and projections, cost identification and allocation, revenue/expense analysis, and resource development.
- Oversee long-term budgetary planning and cost management in alignment with HIPHI's strategic plan.
- Engage the HIPHI Board of Directors (BOD) finance and investment committee around issues, trends, financial reporting, audit and other fiscal and/or operational matters.
- Collaborate with the CEO and Director of Development to develop and implement financial strategies that promote HIPHI's long-term sustainability.
- Manage monthly financial close process including the maintenance of detailed schedules and monthly financials for the CEO.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Work with appropriate staff to develop budgets for grant applications and proposals.
- Assist in the development of pricing/rate scales to support fee-for-service and contracting practices.
- Ensure staff maintains financial record systems in accordance with Generally Accepted Accounting Principles and efficient internal controls are applied on a consistent basis.
- Lead the preparation and approval process for all financial reporting and metrics; prepare and communicate monthly and annual financial statements.
- Manage cash flow and forecasting; direct all financial, project-based, and portfolio accounting.
- Responsible for coordinating and completing the annual external audit, tax and other regulatory filings or audits.
- Represent HIPHI to financial partners, including financial institutions, investors, auditors, etc.
- Remain up to date on nonprofit best practices and state and federal law regarding nonprofit operations.

#### *Other Responsibilities*

- Management and ongoing assessment and improvement of all systems and policies and procedures related to finance, human resources, processes, and administration.
- Support organization risk management efforts, including the management of the organization's insurance policies.
- Oversee and manage HIPHI Operations including general office management,

management of leasing agreements, efficient and effective internal systems and determination of emergency business continuity plans.

**Qualifications:**

The DFO will be a seasoned and mature leader with at least 7+ years of professional experience in financial leadership and management. S/he will have experience managing and implementing systems that support excellence, efficiency and growth. Minimum of a Bachelor's degree, MBA and/or CPA preferred.

**STRONG FINANCIAL EXPERIENCE**

- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Experience in fast-paced, entrepreneurial nonprofit management. If coming from a for-profit organization, extensive nonprofit board experience is preferred. This includes knowledge and familiarity with political and budget contexts at the federal, state, and local levels. Direct experience or familiarity with federal grant compliance and reporting.
  - Note: Experience in or strong understanding of federal and state funding streams as well as local philanthropic community for strategic opportunities and organizational development.
- Proficiency in office and accounting software, including experience in fund accounting and presenting financial data for informed decision making.
- Deep knowledge and understanding of the Office of Management and Budget Single Audit.

**LEADERSHIP SKILLS AND CAPACITIES**

- Strategic thinking, both vision and implementation for financial and administrative systems for long term organizational sustainability
- Initiative and organizational skills required to oversee multiple projects, use time effectively, and set priorities to achieve goals, and meet deadlines in a fast-paced environment.
- Flexibility and adaptability to manage change, competing demands, uncertainty, and transition.
- Proactive, professional, and positive verbal and written communication skills. This includes the ability to communicate financial information and concepts to non-finance personnel.

**TEAM ORIENTATION**

- Excellent interpersonal skills that support team building with staff and partners.
- Responsiveness demonstrated by a sense of urgency, a practice of soliciting feedback to improve, diplomacy and conflict resolution.
- Collaborative approach that contributes to positive team dynamics; including the ability to define individual roles and responsibilities and connect them to collective goals and plans.

**Other Skills and Abilities:**

- Knowledge and experience utilizing membership management software.
- Ability to translate strategic thinking into action plans.
- Experience managing grants and projects, writing reports.
- Excellent oral and written communication skills; ability to conduct public presentations.

- Excellent interpersonal skills and ability to network and develop effective relationships.
- Effectively communicates with staff, partners, stakeholders, and the general public.
- Ability to work evenings, weekends, and holidays when needed; willingness to travel inter- island and occasional travel to the continental U.S. if needed.

### **Supervisory Responsibilities:**

Supervisory responsibilities – will supervise finance and operations staff (currently 3 FTE)

### **Computer Skills:**

Proficient in utilizing Quickbooks, Word, Excel, MSOffice, PowerPoint, and desktop publishing programs. Comfortable with Apple products.

### **Mental Demands:**

Consistent demand for working cooperatively with staff – work well with a diverse group of people. Frequently stressful as deadlines need to be met. Ability to adjust to abrupt changes in priorities and manage multiple projects. Consistent demand for multiple task management. Requires strong organizational, interpersonal, and communications skills. Able to work in independent and team environments.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually moderate.

### **Compensation and Benefits:**

Salary to commensurate with experience. \$90,000 - \$115,000 annually.

Benefits at HIPHI include:

1. A hybrid working environment is an option with prior discussion and approval by management.
2. A collaborative work culture with flexible scheduling and promotes work-life balance.
3. Laptop, virtual phone line, and other work-from-home supplies.
4. 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
5. Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
6. Flexible spending accounts for medical, dependent care, and other eligible expenses.
7. Cell phone and internet stipend.
8. Opportunities to attend conferences and other professional development opportunities.
9. 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).

10. A qualifying employer for the [Public Service Loan Forgiveness \(PSLF\) Program](#), which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

**Applications:**

Please submit the following items to Shekinah Stevens at [shekinah@hiphi.org](mailto:shekinah@hiphi.org):

- Cover letter
- Resume
- 3 references (of no relation to you) including name, organization, title/role, email address, and phone number.
- Please include the title “Director of Finance & Operations” in the subject line of your email.

**Questions and inquiries:**

Contact Shekinah Stevens, Executive Assistant to the CEO at [shekinah@hiphi.org](mailto:shekinah@hiphi.org) or 808-591-6508 ext. 35.