



POSITION: Executive Director

REPORTS TO: Board of Directors

CLASSIFICATION: Exempt

JOB POSTING CLOSING DATE: August 22, 2022

JOB START DATE: October 1, 2022

*The International Dyslexia Association Hawai'i Branch (HIDA) is a 501 (c) (3) nonprofit organization that has served throughout Hawai'i since 1984. HIDA's mission is to increase awareness of dyslexia in our community, provide support for people with dyslexia, their families, and educators, promote teacher training, and improve literacy for struggling readers.*

*HIDA serves as a community resource on dyslexia and the strategies and support to help people with dyslexia succeed. HIDA's overall vision is to create a richer, more robust future for Hawai'i's children and adults who struggle with dyslexia and other related reading difficulties.*

This position is a unique opportunity for a passionate, dedicated professional to continue to advance and grow HIDA's mission throughout our state. The newly hired Executive Director will work with HIDA's retiring executive director during the onboarding process to facilitate a smooth transition.

### **POSITION SUMMARY**

The Executive Director is responsible for the overall administration and management of the International Dyslexia Association Hawai'i Branch (HIDA). The Executive Director reports directly to the HIDA Board of Directors and is ultimately responsible for the operation of all HIDA programs; managing fiscal resources; supervising volunteers, and providing quality services to the community. This is a part-time position, hired by and directly accountable to the HIDA Board of Directors through its elected Board President.

### **RESPONSIBILITIES**

- Foster community engagement and collaboration with key stakeholders, including volunteers, other Hawai'i organizations, and the International Dyslexia Association home office and its branches
- Ensure compliance with funding sources and regulatory requirements
- Engage in ongoing professional development to keep current on best practices and trends about dyslexia
- Respond (email, phone, mail) to requests from the community for dyslexia information and resources
- Present Dyslexia 101 and other workshops to community groups (virtual or in-person)
- Maintain HIDA electronic and other files in accordance with board-approved policy
- Upkeep and maintenance of HIDA's website, electronic newsletter (MailChimp), and social media platforms (Facebook, Instagram)

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- Provide (with bookkeeper) for proper fiscal record-keeping, reporting, and business tax compliance
- Develop, recommend, and monitor annual and other budgets
- Prepare (with bookkeeper) monthly and annual financial statements for review by the Board of Directors
- Prepare and submit grant applications and funding proposals (e.g., annual AUW Donor Choice Partner Agency) as appropriate
- Serve as ex-officio and provide administrative support for all board committees
- Manage and administer all aspects of HIDA's operations
- Other duties as assigned by the Board President

### **QUALIFICATIONS**

- Working knowledge of dyslexia and passion for working with the dyslexia community
- Excellent written and oral communication skills
- Strong digital literacy skills, specifically with MS Word, Excel, PowerPoint, and WordPress (website maintenance)
- Experience establishing strong community relations
- Ability to work independently with minimal supervision
- Experience in public speaking
- Nonprofit financial management and fundraising experience
- Bachelor's Degree in social science or related field
- High degree of integrity, creativity, and transparency
- Successful experience working with a nonprofit board of directors is highly valued
- Valid driver's license and use of personal vehicle

### **HOURS AND COMPENSATION**

- Flexible schedule; part-time, 19-hours per week
- Some evening and weekend work required
- Work remotely or at HIDA's Honolulu office
- Occasional in-person meeting and event attendance
- Inter-island travel may be required to present workshops and represent HIDA
- Annual salary range of \$27,664 - \$34,580 depending on experience

### **TO APPLY**

- Please send your resume and cover letter, including three professional references, to: [hida@dyslexia-hawaii.org](mailto:hida@dyslexia-hawaii.org); input "Executive Director APPLICANT" in the subject line
- Job posting closing date: August 22, 2022

HIDA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.