

## Laukahi: The Hawai'i Plant Conservation Network

**Laukahi: The Hawai'i Plant Conservation Network is a voluntary alliance of agencies, organizations, and individuals aiming to protect Hawai'i's flora and native ecosystems through coordinated conservation efforts by implementing the Hawai'i Strategy for Plant Conservation**

### ***Position Description- Laukahi Network Coordinator***

**Title:** Laukahi Network Coordinator

**Type:** Full-time

**Compensation:** Minimum annual salary of \$60,000 with full benefits

**Location:** H.L. Lyon Arboretum, O'ahu, Hawai'i, occasional travel required

**Employer:** The [Hawai'i Conservation Alliance Foundation](#)

**Application Deadline:** Review of applications will start on February 19, 2018

**Application Instructions:** Email cover letter, résumé, & contact information for 3 references: [sugii@hawaii.edu](mailto:sugii@hawaii.edu)

### **Position Overview**

Laukahi is working to formalize a shared vision, goals, and relationships to positively impact plant conservation in Hawai'i. The Laukahi Network (Network), will continue to invite programs involved with habitat protection (watershed protection, post-fire restoration, ecosystem health) rare plant recovery (*ex situ* facilities, threat control, outplanting), research, and education in Hawai'i to join in this collaborative effort to implement the [Hawai'i Strategy for Plant Conservation](#) (Strategy). Laukahi is a nonprofit entity that operates under guidance from an elected Advisory Council and employs a Network Coordinator (Coordinator), to lead the planning, fundraising, project development, coordination, and collaborative work of the Network. Laukahi will meet its targets by:

- Creating opportunities to attract new funding sources
- Building relationships and facilitating communication among members
- Supporting collective planning and developing shared goals
- Adopting standard language and metrics to monitor collective progress
- Facilitating data sharing and information exchange
- Enabling collaborative projects and efficient resource use

The Coordinator will continue to establish the Laukahi Network and engage dozens of programs in a collective approach to conservation targets laid out in the Strategy. The Coordinator is supported by and reports to the Laukahi Advisory Council (Council), to play a connecting role within Hawai'i's conservation community. This position is the public representative of the Laukahi Network, an ambassador for plant conservation work in Hawai'i and globally. The Coordinator must be able to build trust and respect within the conservation community across the Hawaiian Islands, and to engage and mobilize a broad range of partners to reach the targets in the Strategy. This role requires a person with knowledge of native flora and Hawaiian ecosystems and strengths in building relationships, managing projects, and securing necessary resources. The Coordinator has an opportunity to significantly impact Hawai'i's plant conservation efforts. The ideal candidate will demonstrate a track record of achieving results and a passion for conserving our unique, endangered island ecosystems.

### **Responsibilities:**

Laukahi is looking for a candidate who is best able to carry out the following duties:

- **Leadership.** Build relationships with members and engage them in the collective pursuit of objectives in the Strategy. Support members' conservation work and link it to the broader Strategy.

- **Network Operation.** Continue the existing structure, policies, and operating norms to execute goals and enable members to have a voice in the Network and contribute to coordinated projects. Plan and lead quarterly Coordinator meetings and biannual Network gatherings.
- **Fundraising.** Write grant proposals and solicit donors for projects and the continuation of the Coordinator position. Provide information to Network members to facilitate their own fundraising.
- **Project Management.** Coordinate and oversee ongoing initiatives: maintaining the Laukahi database, leveraging relationships with global conservation partners, inventorying and curating *ex situ* collections, facilitating research, coordinating the [Hawai'i Seed Bank Partnership](#), aggregating *in situ* population management and threat data, and summarizing progress towards the objectives in the Strategy. Initiate projects and/or develop contracts for initiatives identified in the Strategy and Laukahi Action Plan including developing Phases 2 and 3.
- **Supervision.** Oversee staff, contractors, consultants, vendors, and interns as needed to complete the initiatives and projects identified in the Strategy and Laukahi Action Plan.
- **Communications.** Serve as the primary representative for the Network at conferences, gatherings, and events, both in Hawai'i and globally. Oversee development of all communications and other materials to ensure the Network conveys a vision and goals shared by members. Maintain the content and design of the Laukahi website ([Laukahi.org](#)).
- **Financial Accountability.** Oversee financial record keeping and budgets, disseminate funding to partners, and provide direction to Laukahi's fiscal sponsor (Hawai'i Conservation Alliance Foundation), for grants management, accounting, and reports.
- **Strategy and Planning.** Evaluate progress towards the objectives in the Strategy and revise them as needed with the input of Network members. Lead the development of Phases 2 and 3 of the Strategy and updates to Laukahi Action Plans.

#### **Desired Qualifications:**

- Experience in building partnerships and organizing stakeholders working toward a common mission
- Successful fundraising experience with grant writing and/or donor solicitation
- Excellent interpersonal skills and ability to build strong relationships across diverse organizations
- Understanding of and ability to communicate the urgent need for plant conservation in order to protect our natural resources, sustain life on these islands, and preserve our cultural heritage
- Familiarity with Hawai'i's conservation community and international conservation movements
- Demonstrated project management skills; ability to manage multiple projects at one time
- Experience negotiating with and managing vendors, consultants, and contractors
- Exceptional communication and presentation skills
- Proficiency in geodatabase and software applications for data management and presentations
- Five years of professional experience in the conservation of native Hawaiian plants, with a background in biology, botany, and conservation of Hawai'i's natural resources is preferred
- Bachelor's degree in scientific or conservation-related field is preferred
- Must have a driver's license, access to a car, ability to participate in field work, and willingness to travel (inter-island, national, and international are all possible)

#### **Characteristics:**

- Strong people skills. Self-aware, respectful, humble, a good listener.
- Ability to get things done. Creative, motivated, resourceful, persistent.
- Ability to thrive with limited direction. Organized, independent, accountable, a self-starter.
- Commitment to a vision of thriving native plants and island ecosystems.

**Location:**

The position is based at the H.L. Lyon Arboretum in Honolulu, Hawai'i. The Coordinator will be required to travel to member organizations, *ex situ* facilities, field sites, and attend Network gatherings on neighbor islands and at national and international meetings.

**Employer:**

The Coordinator will be an employee of the [Hawai'i Conservation Alliance Foundation](#) (HCAF). The position reports to the Chair of the Laukahi Advisory Council, and must abide by all applicable policies and procedures of the HCAF and the University of Hawai'i.

**Compensation:**

This full-time position pays an annual minimum salary of \$60,000 with full benefits, commensurate with experience. The funds for the Coordinator are secured through the end of 2019, but a significant part of the Coordinator's responsibility will be securing funds for continuing the position beyond 2019.

**To Apply:**

To apply, email a cover letter, résumé or CV, and contact information for three references to [sugii@hawaii.edu](mailto:sugii@hawaii.edu). Review of applications will start on February 19, 2018. Please contact us with any questions.