

Hawaii Family Forum/Hawaii Catholic Conference

Seeking Executive Director

Hawaii Family Forum (HFF), a non-profit, pro-family education organization committed to family-friendly policies in Hawaii and its community partner, the Hawaii Catholic Conference (HCC), the public policy arm of the Roman Catholic Church in Hawaii are seeking an individual to serve as Executive Director of both organizations. Attorney candidates desired.

JOB DESCRIPTION:

The HFF Executive Director works under the supervision of the HFF Board and as the HCC Director reports to the Bishop of the Roman Catholic Diocese or his designate, the Vicar General. The Director works on a wide range of pro-family issues, including, but not limited to: sanctity of life, traditional marriage preservation, family values, adoption promotion, child protection, religious freedom, poverty and social justice. The Director represents both organizations to the legislature, churches and community.

Responsibilities include:

Administration

- Direct and oversee all aspects of HFF including financing, operations, government relations, community and public relations, and grassroots development. Oversee one staff person.
- Direct and implement, with HFF Board, a development strategy involving business leaders, church support and individual donors

Legislative Education & Advocacy

- Preparing and delivering testimony on pending legislation before state legislative committees;
- Researching and drafting legislative memoranda on bills and proposed administrative rules and regulations affecting the family;
- Participating as the HFF representative in meetings of ad hoc legislative coalitions;

Public & Community Relations

- Working with local media including writing articles for newsprint and being interviewed on TV promoting the family-friendly perspective on issues; and
- Working with Pastors and church members of all denominations to educate and prepare them for faithful citizenship and participation in the electoral and legislative processes, including testifying at legislative public hearings.

QUALIFICATIONS:

Applicants should have significant background and experience on family issues and experience working on legislative matters. Law degree desired. Candidate must have excellent writing and speaking skills, a demonstrated ability to analyze and effectively communicate, an understanding of issues relating to law, public policy and the legislative process, and the capacity to organize and work with coalitions to achieve legislative goals. Applicants must be able to work comfortably and amiably with a wide cross-section of legislators and constituents from diverse backgrounds. Applicants must demonstrate the ability to communicate with clarity and charity even in confrontational and divisive situations. Writing samples required.

SALARY:

Salary is commensurate to experience.