

**NELHA EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

I. INTRODUCTION

This position is located in the Natural Energy Laboratory of Hawaii Authority (NELHA), an agency assigned to the Department of Business and Economic Development & Tourism (DBEDT) for administrative purposes. The Authority responsible for promoting the development of research and commercial uses of the abundance of natural resources available on the island of Hawaii at facilities existing at Keahole, and for assisting in the construction and operation of facilities.

The incumbent of this position serves as the chief executive officer of the Authority and is responsible to a twelve member Board of Directors for planning, organizing, coordinating, directing, and reporting upon the work of the Authority.

As a priority, the Authority is seeking a visionary and strategic leader who can take the Authority to the next level, identifying and leveraging opportunities and implementing programs and initiatives to achieve its purpose for the State of Hawaii.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Implement policies and instructions of the Board of Directors and administer the activities of the Authority by planning, organizing, directing, coordinating, and reporting upon its work. 50%
 - a. Schedules, develops agenda for, and attends meeting of the Board of Directors. Provides the Board with information, comments, and recommendations about subjects of concern to the Authority, including potential projects and project proposals; selection of consultants, legal counsel, financial advisers, and developers for specific projects; legal questions requiring resolution; construction and interest costs; trends and developments in natural energy and research industries, to include aquaculture industry, and other matters dealing with the development and construction and operation of facilities.

Provides information and recommendations to the Board regarding strategic direction to complete the development of the technical park. Determines critical pathways to fulfill NELHA's vision. Oversees master and other planning activities.

- b. Serves primary point of contact (POC) for NELHA. Represents the Authority in contacts and negotiations with businesses, developers, and property owners. Directs staff and consultants in developing or studying proposals and in reporting upon economic feasibility financing arrangements; engineering analyses and the costs, benefits, and risks inherent in specific projects or project proposals. Responsible for updating and implementing strategic and economic development plans.
- c. Directs the preparation of requests for proposals, requests for bids, and other solicitations of the Board for professional services and for development or construction projects. Ensures that State Procurement procedures are followed. Directs the drafting of agreements for services and/or construction.
- d. Directs staff and consultants and participates in identifying governmental concerns and implementing actions approved by the Board. Works closely with qualified persons and legal counsel in negotiating and developing project agreements for the development of projects or businesses and for the construction of facilities for tenants as required. In support of tenants, supervises and participates in developing critical path analyses, establishing work and project schedules, and programming project resource requirements.
- e. Coordinates with the Authority Board of Directors and DBEDT for the drafting of legislation on behalf of the Authority; drafts and presents testimony for public hearing by legislature; prepares comments and recommendations on bills passed by the legislature, presents and defends the budget requests to the legislature; is the advocate for the Authority at public hearings.
- f. Coordinates the State finance personnel bond counsel, bond underwriters, and financial advisers in requesting

legislative authorization as well as in preparing for the issuance of special purpose revenue bonds; drafts, or works closely with developers and others in drafting legislation to obtain authorization for specific bond issues; drafts testimony for bond financing bills being considered by legislative committees and testifies at public hearings; prepares comments and recommendations on bills passed by the Legislature; directs preparations for the issuance of authorized bonds.

- g. Maintains close working relationships with the High Technology Development Corporation and other public and private organizations involved in efforts to attract natural resource research and commercial businesses in Hawaii; maintain close working relationships with personnel and government, the private sector, and community organizations involved in, or affected by specific developments or projects hosted by the Authority.
- h. Provides public information about the work of the Authority and speaks before private and public groups to provide information and to obtain comments and suggestions.
- i. Directs and participates in studies to develop and update strategies on supporting the development of natural resources research and commercialization, including promotional and marketing programs for the Authority.

2. Responsible for Authority's business operations. Directs the drafting and updating of the Authority's bylaws, administrative rules, and development rules. Develops internal policies and procedures governing the staff's work. Develops and presents budgets for the Authority's operations and for its projects; implements approved budgets to ensure the Authority's self-sufficiency. Provides for the development of expenditure plans, accounting and internal controls, cash flow management, and the investment of special funds not immediately needed. Supervises the immediate staff, directs obtaining supplies, materials, equipment, and services needed by the Authority, the development of office systems to handle and maintain the Authority's correspondence and records; directs the preparation of periodic and special reports, including the Authority's annual report and financial statements; the preparation of public notices and advertisement; has custody of the Authority's personal property and directs the preparation of periodic
- 30%

inventories. Coordinates fiscal and business management matters with DBEDT's Fiscal Office and with appropriate State central agencies. Directs property management activities including leasing activities, property upkeep and maintenance. Initiates and directs other activities required in ensuring the proper operation of the Authority, including EIS and other permit updates.

3. Through the immediate staff, manages personnel of the Authority, including making recommendations to the Board on establishing permanent and temporary positions, hiring staff and consultants, and on other personnel matters, providing orientation and training, maintaining discipline. Evaluates performance of subordinates; resolves grievances; approves leave requests; and approves personnel and pay actions. 15%
4. Performs other duties as may be required. 5%

III. CONTROL OVER THE POSITION.

Works under the administrative direction of the Natural Energy Laboratory of Hawaii Authority Board of Directors, acting through its chairperson and designated officers. The Authority is attached to DBEDT for administrative purposes.

IV. QUALIFICATIONS:

Educational Qualifications: Graduation from an accredited four-year college or university. Preference will be given for a graduate degree in one of the following fields: business administration, public administration, economics, accounting, banking and finance, planning, law, architecture, engineering (any field), or any of the physical or natural sciences.

Experience Qualifications:

- A track record of significant and successful leadership that aligns with the NELHA's mission to develop and diversify the Hawaii economy by providing resources and facilities for energy and ocean-related research, education, and commercial activities in an environmentally sound and culturally sensitive manner.
- Excellent operational skills and experience that will transfer into leading and managing the HOST Park, including:

- Seawater system, master permitted to pump over 130,000 gpm, installed capacity of 90,000 gpm, three deep seawater pipelines up to 3,000 ft. deep, three surface seawater pipelines at 80 ft. depth, with 99.9% uptime
- Energy ecosystem including 1 MW solar, Backup Power systems, Advanced Energy Testbed, Outdoor Demonstration Site, Ocean Thermal Energy Conversion (OTEC), Microgrid Development and Testing; Energy Storage System (ESS); and Hydrogen Production, Storage and Fueling
- Land management and development, including 870 acres of State coastal land in Keāhole Point, Kona, including 4-acre makai research campus and 3-acre mauka research campus.
- Road management
- Tenant outreach and relations
- Demonstrated history of working and engagement with multicultural and diverse populations. Demonstrated ability to understand local community values specific to West Hawaii Island and ability to work with lineal descendants.
- Demonstrated fiscal and strategic acumen, including experience and accountability for budget decisions, and a record of success in creating financially sustainable budget models for a large, complex organization and its key components.
- Demonstrated leadership qualities capable of leveraging and growing Hawaii's Ocean Economy and meeting Hawaii's clean energy goals in the following areas: Food Security, Ocean Technology, Ocean Conservation and Energy Security.
- Experience working with a governing board (e.g., public authority, trustees, board of directors for a nonprofit organization or business).
- Demonstrated political and diplomatic acumen in engaging with policymakers at all levels of government and success in advocating for the organizational interests in a multifaceted social and political milieu.

- A history of success in building strong, diverse leadership teams and demonstrating accountability and performance, including recruitment, development, and retention of management, staff, and personnel.
- Work experience in developing commercial projects, managing a business, or managing a complex program or activity. Such experience must have included responsibility for supervising other professionals and must have required application of knowledge of two or more of the following areas: public administration, economic or financial analysis, marketing, real estate management, project management, or negotiating development agreements.

Other Qualifications: Effective written and oral communication skills; ability to understand material of a complex and/or technical nature; ability to understand and appreciate diverse perspectives and effectively communicate with businesspersons, professionals, government officials, community members, lineal descendants, tenants, and the general public. Position requires Big Island residency or willingness to relocate to Big Island.