



# 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 40+ hours/week

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

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

**Employer:** The Hawai'i Conservation Alliance Foundation, ProService Hawai'i

**Application Deadline:** Review of applications will start on September 15, 2021

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

## **Position Overview**

Laukahi: The Hawai'i Plant Conservation Network is a project of the Hawai'i Conservation Alliance Foundation (HCAF), to represent the collective work of numerous government agencies, community groups, academic researchers, and non-government organizations involved in the conservation of Hawai'i's native plants. The Laukahi Network Coordinator (Coordinator) operates under guidance from an elected Advisory Council and is an employee of HCAF. The Coordinator supports the work of the Network by communicating the value of conserving native plants, weaving partnerships among the existing conservation community, and leading the Network to meeting the targets in the Hawai'i Strategy for Plant Conservation ([Strategy](#)). The Strategy is based on the [Global Strategy for Plant Conservation](#), developed by the United Nation's Convention on Biological Diversity, but adapted to fit more specific conservation needs in Hawai'i. There are 5 Objectives and 20 Targets to protect plants in situ (in the wild) wherever they live, and ex situ (out of the wild) in botanical gardens or seed banks. Both plans are a call to action to meet goals for workforce development, raising public awareness, sustainable use of native plants, and integrating traditional knowledge about native plants into policy and practice.

## **Responsibilities**

The primary responsibilities of the Laukahi Network Coordinator are:

- Lead fundraising for the Coordinator position and Network projects:* Write grant proposals and solicit donations for continuing support of the Coordinator position and Network initiatives. Provide information to Network members to support their own fundraising efforts.
- Execute projects to support the Network:* Manage ongoing contracts and implement new initiatives identified in the Strategy and Laukahi Action Plan and at Network meetings. Maintain the Laukahi website, database, and dashboard. Support network communication by hosting online meetings and providing administrative assistance for the Hawai'i Rare Plant Restoration Group, Hawai'i Plant Specialist Group (IUCN), local affiliates of the Center for Plant Conservation, and the Hawai'i Seed Bank Partnership. More information is here: [Laukahi's Action Plan](#).
- Manage project finances:* Maintain financial accountability by overseeing all Laukahi's project budgets and contracts, and coordinate with Hawai'i Conservation Alliance Foundation on grant management, contracting, accounting, reimbursements, and reports.
- Build relationships and facilitate Network communication:* Continue the existing structure, policies, and operating norms that enable members to have a voice in the Network; plan and lead quarterly Advisory Council meetings and Network gatherings; oversee communications and maintain the Laukahi website.
- Compile data and report on progress towards HSPC Targets:* Obtain and aggregate information from Network



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partners to report on progress through Laukahi's database/dashboard on the website and at Network meetings.

- *Represent the Laukahi Network, as an ambassador for plant conservation in Hawai'i:* Serve as the primary representative of the Network at conferences, gatherings, and events, both in Hawai'i and globally.

### **Qualifications:**

This role requires background knowledge of Hawai'i's flora and its conservation, excellent communication skills, and professional experience managing projects for the impact sector. An ideal candidate has these qualifications:

- Involvement in building partnerships and organizing stakeholders working toward a common mission
- Experience with fundraising, donor development, grant writing, budgeting
- Exceptional communication skills to convey the value conserving Hawai'i's natural and cultural heritage
- Excellent interpersonal skills and ability to build strong relationships across diverse organizations
- Familiarity with Hawai'i's conservation community and national and international conservation movements
- Demonstrated project management skills (including vendors, consultants, and contractors)
- Professional training in communications, public speaking, facilitation, project management
- Required to have a driver's license, access to a car, ability to participate in field work, and willingness to travel (inter-island, national, and international)
- Knowledge of the Hawaiian flora and other natural and cultural resources.

The Coordinator has an opportunity to significantly impact Hawai'i's plant conservation efforts. An effective Coordinator will be organized, independent, and accountable to manage all aspects of a one-person operation. The Coordinator role relies on having strong people skills and being a respectful listener. Laukahi is seeking a Coordinator who can get things done by creating their own solutions and is self-motivated, resourceful, and persistent. The Coordinator must demonstrate a passion for protecting Hawai'i's native plants.

### **Location:**

Laukahi has an office at the H.L. Lyon Arboretum in Honolulu, Hawai'i and that is the preferred location for the Coordinator. The Coordinator may be asked to participate in Arboretum activities but is not an employee. Remote work and other locations will be considered. 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 is an employee of the Hawai'i Conservation Alliance Foundation (HCAF) with ProService Hawaii. 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 medical benefits. Final salary and benefits package negotiable commensurate with qualifications. The funds for the Coordinator are currently secured through the end of 2022, but a significant part of the Coordinator's responsibility will be securing funds for continuing the position beyond 2022.

### **To Apply:**

To apply, email a cover letter, résumé or CV, and contact information for three references to Nellie Sugii at: [sugii@hawaii.edu](mailto:sugii@hawaii.edu). Review of applications will start on September 15, 2021.