



KAUAI ECONOMIC DEVELOPMENT BOARD

P.O. Box 3921, Līhu'e, HI 96766 · Tel: 808.245.6692 · Fax: 808.246.1089 · Web: www.kedb.com

Position: Director of Work-Based Learning (Contract Position)

Work Environment: This is an at-will FLSA exempt salaried position. This position requires irregular work hours that may include working on weekends and evenings. The position might also include off-island travel.

Duties:

Functioning under the supervision of the Executive Director and the Executive Committee of the Kaua'i Economic Development Board (KEDB), this position has responsibility for:

- 1.) 65% - Program Director – Provide direct support to program execution where labor performed is a measurable deliverable for program satisfaction.
 - a. Provide oversight, leadership and training to other Program Managers and Support Analysts
 - b. Drafts contracts and statements of work for upcoming grants / programs
 - c. Directly implement grants / programs valued in the \$200,000 range
 - d. Represent KEDB as Director of Programs to the KEDB Board, Members and Grant / Program Stakeholders
 - e. Any and all other tasks necessary to satisfactorily complete the high value grant / program assigned.

- 2.) 25% - Program Management, Sr – Act as accountable Program Manager on programs above \$100,000 in value.
 - a. Manage and implement grants / programs as assigned by the KEDB Executive Director and / or Executive Committee.
 - b. Generate reports, correspondence, and invoices for grant / program stakeholders and KEDB Committees and Members of the assigned grant / program.
 - c. Generated reports and updates as necessary for the major KEDB Board, Executive Committee and Members during KEDB Board Meetings.
 - d. Execute tasks which directly satisfy the statement of work or the measurable deliverables of the grant / program.
 - e. Any and all other tasks necessary to satisfactorily complete the grant / program assigned.

- 3.) 10% - Other Duties Assigned
 - a. Stewardship of KEDB Property – Upkeeping KEDB Property both physical and intellectual (cleaning, sorting, filing, backing up of data and updating technical assets).
 - b. Transparent accounting of KEDB Resources – Utilizing tools and technology provided by the organization to transparently account for the time, effort and capital spent working for the organization.

Preferred Qualifications:

- Bachelor degree or experience substituted
- At least five years economic development experience
- Familiarity with and relationships within the Kaua`i business/political communities
- Successful track record writing for and winning grants
- Commercial property management experience
- Excellent verbal and written communication skills

KEDB HAS THE RIGHT TO REVISE, ALTER OR AMEND THIS POSITION, THE JOB DESCRIPTION, AND/OR THE ABOVE LISTED DUTIES AT ANY TIME TO MEET THE NEEDS OF THE COMPANY.

THE PERCENTAGES INDICATED FOR THE DUTIES OF THE PROGRAM SUPPORT SPECIALIST ARE INTENDED AS GOALS AND NOT AS DEFINITIVE POSITION REQUIREMENTS. KEDB UNDERSTANDS THESE PERCENTAGES CAN AND WILL FLUCTUATE DURING THE YEAR.