



Namahana School

Director of Finance and Operations Job Description

Namahana School is a 7-12th, public charter school committed to growing rooted youth and community that care for ‘āina through their curiosities and gifts. Namahana students are expected to cultivate deep relationships with ‘āina (natural environment), kanaka (self, family, community), and ao (cultures of the world) through the development of skills, ambition, and self-confidence to actively contribute to a resilient future on Kaua‘i. Namahana School is guided by three community-determined values: aloha ‘āina (to practice a shared understanding of our kuleana for ‘āina); aloha kanaka (to respect and mālama our community, our families, and ourselves); and aloha i ke ao (to perpetuate pono practices to navigate cultures of the world. Namahana School’s purpose is to serve the communities of Halele‘a and Ko‘olau with rigorous ‘āina-based education through cultivating relationships with ‘āina, kanaka, and ao. Namahana School’s vision is to nurture ‘āina-conscious graduates that know who they are, where they come from, and are prepared with the academic skills necessary to be kia‘i (caretakers) for their community.

General Responsibilities

Under the supervision of the Executive Director, the Director of Finance and Operations (DFO) is responsible for the effective and compliant design and implementation of Namahana School’s multiple operational and strategic functions. The DFO supervises the Office Manager, Custodial and Maintenance Teams, and Outside Contractors (including HR, Accountant, Food Vendors, Nurses, IT, and Agricultural Maintenance). As a member of the Leadership Team reporting directly to the School Leader/Executive Director, the DFO will play a key role in leading and optimizing the school's operations and will serve as a thought partner to the School Leader/ED. This individual must also be willing to roll up his or her sleeves and do what's necessary to help realize the school's mission.

Our Commitment to Diversity, Equity, and Inclusion

At Namahana School, diversity, equity, and inclusion are a matter of mission. We stand for voice and choice. We strive to create empathetic educational spaces that serve as playgrounds for exploration and self-discovery so that we can more fully engage in critical reflection of the larger world and fashion one that is more inclusive, responsive, and equitable for all.

In service of the students, families, and community of Halele‘a and Ko‘olau, we are committed to grow, learn, and engage with the local community including Hawaiian language and culture. We believe that our team should reflect the vast diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work.



Specific Responsibilities

- Support and facilitate the development, nurturing, and growth of healthy youth and community.
- Serve as an advocate and ambassador for the values, mission, and vision of Namahana School. Ensure operations and services are consistent with the mission and the charter.
- Model safe, kind, respectful, and responsible behaviors with students, parents, colleagues, and community members.
- Commitment to learn, grow, and engage with local community including Hawaiian language and culture.

Strategic Planning and Execution

- Collaborate with the School Leader/Executive Director, Director of Academics and other members of the Team to establish, refine, and execute the organization's growth plans.
- Translate strategy into a clear and shared vision for excellent operations and partner with leaders on their team to translate that vision into actionable plans for delivering/optimizing all operations-related priorities.
- Take real ownership and pride in data management and presentation and manage the operational and administrative staff to think about new ways to gain efficiency and support our mission.

Business Operations and Financial Reporting

- Understand and supervise the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditors.
- Supervise assigned employment and human relations matters, such as salaries, benefits, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Work with the Governing Board, Executive Director, Director of Learning, legal counsel, and other key stakeholders to ensure that operational policies, practices, and procedures are in place to ensure compliance and to maximize organizational effectiveness.

Program Operations

- Provide leadership, guidance, and coaching to organizational leaders responsible for school-based operations (facilities, facilities maintenance, safety, supplies, food services, transportation, external affairs, human resources).



- Provide guidance and oversight to the HR Contractor to ensure that all HR systems, including hiring and onboarding of staff, benefits selection and management, employee payroll data, maintenance of HR records, and staff handbook are effective and efficient.
- Work with the Operations Team and other Namahana School staff to design and implement highly effective communication and technology systems aligned with Namahana School's values that positively impact organizational effectiveness, staff relations, and constituent satisfaction.
- Provide guidance and oversight to Namahana School's nurse to ensure that practices and procedures are in place that provide for a safe and healthy learning environment.

Student and Workforce Development

- Design and implement highly effective student and staff recruitment and onboarding systems, with a strong commitment to mission and educational equity.
- Assist the School Leader to develop recruitment strategies for the organization, build connections, and tap into a variety of networks to build a pipeline of high-potential candidates to maintain high student enrollment numbers.
- In collaboration with School Leader/Executive Director and the Director of Learning, to establish career pathways within the organization and provide level definitions for each team so that all staff members have a sense of their potential to grow within the organization.
- Work strategically across teams to implement and support student and staff retention and succession planning efforts.

Advancement and Partnerships

- In collaboration with the School Leader/Executive Director and the Director of Learning, support grant development including writing, applying, and reporting.
- Strategize to connect the organization with other like-minded organizations and child welfare agencies.
Establish Namahana School's presence at local and national conferences to support building the organization's identity.
- Other duties as assigned by the Executive Director.

Skills and Qualifications

- Passion for education and a commitment to serving youth and the community.
- Bachelor's Degree Required, Master's in a related field preferred.
- Three years or more of professional work experience and demonstrated success in business academic management.



- Exceptional communication skills and proven ability to design and implement solutions to complex problems involving multiple stakeholder groups.
- Demonstrate ethical behavior and confidentiality of information about students and staff in a school environment and in the community.
- Firm commitment to building a team culture of high expectations, support, inclusion, and continuous learning; able to solicit and incorporate feedback and ideas from team members at all levels
- Demonstrable track record of developing, implementing, and managing business systems and processes to support a complex, and growing organization
- Ability to exercise excellent judgment in decision-making by leveraging stakeholder input and data

Preferred Experience

- Demonstrated commitment to the growth and maintenance of community based cultural values.
- Demonstrated understanding of the local and geographic context, diversity, and student-body Namahana School serves.
- Knowledge of Hawaii charter school legislation and performance expectations

Start Date: Immediate

Position Type: Full-time employee

Salary Range: \$70,000 - \$85,000 per year, commensurate with experience

Employee Benefits: Flexible schedule; health benefits (medical and dental); paid time off; working with an awesome team

*Employment Contract terms subject to negotiation and are in accordance with Hawai'i State Laws

How to apply:

Please email your cover letter and resume/CV to aloha@namahanafoundation.org. If you have questions, please contact Kapua Chandler at aloha@namahanafoundation.org.