

## EXECUTIVE DIRECTOR AD

---

**Job Title:** Executive Director, Hawai'i Nurses Association

---

**Location:** 677 Ala Moana Boulevard, Suite 301, Honolulu, Hawai'i 96813

---

**Job Description:** Executive Director  
Hawai'i Nurses Association

The Hawai'i Nurses Association (HNA) is a professional and labor organization representing nurses on a wide range of clinical, professional, and workplace-related issues. We seek a new Executive Director (ED). The Executive Director will report to the Board of Directors and be responsible for implementing the vision of the elected leadership. In addition, the ED will generally be responsible for all Human Resource management; office management, establishing and managing fiscal control based on sound financial principles, ensuring legal integrity of HNA, and participating and implementing the mission, plans, and priorities of the Board of Directors and the Association.

The Executive Director must have strong office management skills as well as collective bargaining, program development expertise, and experience in fiscal planning, managing budgets, and expenditures. Flexibility and the ability to function independently with strong team leader qualities are essential. Excellent communication and leadership skills with staff, members, and the community are required.

- Qualifications:**
- Union Labor experience required.
  - Registered Nurse with current license preferred
  - Masters or Doctoral degree in nursing, business, or other health or labor related field preferred
  - Established leadership skills in office administration and labor unions required
  - Experience in complex organizations requiring management skills and budgeting required

Hawai'i Nurses Association is an equal opportunity employer. Resumes can be sent to the Hawai'i Nurses Association, 677 Ala Moana Boulevard, Suite 301, Honolulu, Hawai'i 96813 (attn: Luanne Long, President, HNA) or may be sent as an e-mail attachment (in Word) to LHL324@yahoo.com. Telephone inquiries may be made to Ms. Long at (808) 531-1628 or 808-754-0594.

---

---

---

**Date Posted:** 07/02/08

---