



Executive Vice President of Administration

Job summary:

The EVP of Administration is accountable for providing visionary and strategic leadership and operational effectiveness of core education and business operating units that exist to enable organizational execution with clear results and urgency, which leads to a high-performance culture. Such culture will be based on exceptionally productive, skilled, team-oriented staff who will deliver on division objectives that reflect Native Hawaiian identity, promote Hawaiian cultural vibrancy, and help improve the capability and well-being of people of Hawaiian ancestry.

The EVP of Administration provides oversight and direction to major operating units, including Human Resources, Information Technology, Facilities Management, Admissions, Financial Aid and Scholarship Services, and Ho'oulu Hawaiian Data Center. The EVP of Administration ensures that appropriate operational controls, administrative and reporting procedures, and organizational systems are in place to effectively deliver program services and ensure financial strength and operating efficiency.

Minimum requirements: *

- Master's degree in a field of business, education, or related field.
- 10 years of progressive management experience with 5 years at the senior management or executive level, preferably in a similarly complex organization.
- Demonstrated leadership skills in administrative planning, operations, strategic planning, process improvement and change management.
- A proven track record of successful execution in a mission-driven, complex organization focused on both quantitative and qualitative outcomes and measures.

**An equivalent combination of education and experience may substitute for the requirements listed (above).*

Preferred qualifications:

- Knowledge of Lean Six Sigma.
- Basic skills in 'ōlelo Hawai'i (Hawaiian language).
- Basic knowledge of Hawaiian history and culture.

How to apply: Interested and qualified candidates must apply **no later than Friday, January 9, 2015** via:

- **Email:** jakane@ksbe.edu, Subject: Personal and Confidential Resume Attached
- **KS Interoffice Mail:** "Janis Kane, Human Resources, Confidential, to be opened by addressee only"
- **U.S. Postal Service Mail:**

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