

**DIRECTOR, INSTITUTE FOR SUSTAINABILITY AND RESILIENCE
POSITION NO.: PENDING**

I. INTRODUCTION

The Institute for Sustainability and Resilience (ISR) spearheads the implementation of the UH System sustainability goals related to teaching, research, and service at University of Hawai'i at Mānoa (UHM). The mission of the ISR is to 1) equip students to meet the critical environmental challenges facing the earth and humanity and 2) help decision-makers and communities understand solutions-oriented approaches to the climate crisis.

The ISR was established in 2017 to provide a campus-wide focus for interdisciplinary instruction, research, and outreach programs related to sustainability and resilience. ISR serves as a coordinating body for sustainability and resilience-related activities, particularly in curricula, across the UHM campus, and provides representation and participation in system-wide sustainability and resilience initiatives. This coordination is essential to developing interdisciplinary educational programs to attract students into one of the most desired areas of study and to prepare all UHM students for 21st-century citizenship. ISR also provides a stronger focus for competitive participation by the campus in large interdisciplinary global research initiatives and for philanthropic investment in sustainability and resilience at UHM. The ISR was approved as an office reporting to the UHM Provost in January, 2024.

The ISR Director will be responsible for the internal and external activities of the ISR, including supporting the fulfillment of UHM's strategic plan objective to "build a sustainable and resilient campus environment." The director also is a key leader within interdisciplinary sustainability and resiliency-focused administrative responsibilities including human resources management, space utilization, financial management, budget planning and execution.

II. DUTIES AND RESPONSIBILITIES

Strategic Leadership

Provide leadership, expertise and direction in developing and implementing overarching strategies, procedures and practices to advance ISR and its initiatives; set direction in alignment with UHM and UH system strategic priorities and plans, and BOR and University policies.

Monitor, facilitate, enhance, and promote sustainability and resilience in all aspects of UHM initiatives including teaching, research, service and administration.

Work with deans and directors to garner and collaboratively support academic and research partnerships. Work with dean's designee and lead campus efforts to support faculty development of interdisciplinary sustainability and resilience-focused curricular opportunities and degree programs consistent with campus commitments to sustainability-focused pedagogy and practices.

Management

Provide effective leadership and management of the day-to-day operations, ensuring efficient utilization of resources, support to faculty and staff, and adherence to budgetary guidelines; responsible for all aspects of the administrative operations including budget, fiscal, human resources, planning, space and other decisions and matters.

Evaluate and implement policies, procedures, and systems to enhance the ISR's effectiveness and efficiency.

Resource Development

Coordinate and lead efforts to expand ISR funding for both program development and research, working with the UH Foundation and other agencies as appropriate; oversee and facilitate grant submission and execution.

Lead fundraising efforts to secure external funding and philanthropic support, diversify revenue streams, and develop strategic partnerships with industry, government agencies, and private foundations that will further advance the provision of programs and services in the long-term.

Lead the measurement and reporting of UHM's institutional learning objective (ILO) of "stewardship of the natural environment" in collaboration with Mānoa Institutional Research Office (MIRO); lead cross-campus coordination in regards to assessment, tracking of student learning objectives and student enrollment across sustainability courses, as well expand programmatic access for students to engage with the ILO.

Engagement and Communication

Lead and promote the engagement and collaboration with the community, industry, and state, federal, and international government agencies to address sustainability/resilience challenges and contribute to community well-being in Hawai'i and beyond.

Establish collaborative initiatives with university and industry leaders that leverage ISR's expertise to address and improve state and university goals.

Represent the ISR in academic, professional, and public forums, acting as a spokesperson for ISR's mission, achievements, and contributions to sustainability and resilience, and to government, legislative, higher education, industry, private and other relevant executives, and organizations.

Represent UHM to the UH System Sustainability Curriculum Coordination Council, and help with related administrative matters as it relates to transfer students and articulation. Engage and coordinate with the UH System Office of Sustainability and relevant system Vice Presidents to co-develop the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking and Rating System (STARS) report and lead submission for UHM's campus.

Advocate for ISR's interests and funding needs at the university, state, and national levels.

Convene researchers, industry professionals, and government leaders to assess, collaborate, and respond to emerging and ongoing challenges in Hawai'i as it relates to sustainability and resilience.

Develop and implement communication and coordination activities of ISR, to parties external to UHM (local, national, international), current and incoming students, to sustainability and resilience-focused faculty, UHM and UH System leadership.

Performs other related duties as required.

III. LIST OF DIRECT REPORTS

According to the approved organizational chart.

IV. AUTHORITY AND DECISION-MAKING EXERCISED

Work is performed with wide latitude for exercising independent judgment and initiative as well as decision-making under the broad policy and general operational guidelines as set forth by the Board of Regents and the President.

The Director is a direct report to the Provost and will have a day to day reporting relationship with the Provost. The Director will work closely with university deans and directors, state department heads, industry professionals, and key community and government stakeholders and constituencies. This is a unique opportunity to contribute to advancing knowledge and improving sustainability in Hawai'i and beyond.

V. DIRECTION AND REVIEW OF WORK RECEIVED

Work, leadership and program results are reviewed by the Provost for results achieved. Formal reviews of research and education programs may be conducted by the appropriate federal agencies and site review teams.

VI. CONTACTS AND RELATIONSHIPS

The Director leads the ISR, its direction, and its goals for the University in the community locally, nationally, and internationally. In fulfilling that role, the Director works with UH System and UH Mānoa executives, faculty, staff, legislators, state and federal agencies, donors, and community members. The Director's responsibilities include extensive contact and dialogue with the campus sustainability faculty, staff and related personnel, state departments and agencies, sustainability leaders, private corporations, funding agencies, and public organizations.

VII. MINIMUM QUALIFICATIONS

An advanced degree in a discipline relevant to sustainability and/or resilience-focused topics from an accredited institution or equivalent combination of education and work experience.

Attained the rank of Associate Professor.

Minimum of five (5) years of professional experience in a leadership role within a higher education academic or research institution, or comparable professional experience and track record

Record of distinguished research and scholarship, demonstrated by publications and/or professional activity and achievement

Record of excellent service and outreach, and demonstrated understanding of building curriculum.

Demonstrated comprehensive knowledge of the principles and practices of sustainability and/or resilience-focused discipline in support of academic, research and community systems, programs and services.

Demonstrated knowledge of current strategies and best practices and proven record of developing and executing cross-disciplinary strategic plans, setting ambitious goals and objectives to drive organizational growth and impact, and executing systems and programs that achieve mission and goals.

Demonstrated record of successfully implementing change.

Successful administrative and budget management and execution skills.

Demonstrated fundraising and resource development experience and results, including a record of securing external grants and donations for program development or research activities

Demonstrated, effective analytical and communication skills and track record, with the ability to engage effectively with the full range of diverse stakeholders and constituencies, build and foster collaborative partnerships, and execute with a high level of achievement.

Demonstrated commitment to fostering diversity, equity, and inclusion in all aspects of the operations and activities. Ability to function successfully in an indigenous, multi-ethnic and multi-cultural environment

Demonstrated knowledge of, and experience working with related agencies including sustainability and resilience-relevant government agencies.

Demonstrated commitment to collaborative processes.

VIII. DESIRABLE QUALIFICATIONS

Earned doctoral degree.

Knowledge of UH Strategic Plan and applicable University of Hawai'i policies and procedures, and respective bargaining agreements.

Knowledge of the Hawai'i State Legislature, various state boards and commissions, and industry partners pertaining to areas contained herein.

Knowledge of Hawaiian and Pacific Island history, culture and values.

Achieved rank of tenured, full professor.