



Job Title: HE'E Coalition Director

Location: Hawai'i (Hybrid: Remote and In-person as needed)

Consultancy: \$7,500 - \$8,500/ month (Rate commensurate with experience)

Background: Hui for Excellence in Education (HE'E)

The Hui for Excellence in Education (HE'E) is a statewide coalition of diverse stakeholders committed to advancing excellence and equity in Hawai'i's public education system. Established in 2010 in response to school furloughs, HE'E provides a platform for community and parent voices, fosters collaborative partnerships, and serves as a public resource on education policy. Through convening, advocacy, and analysis, HE'E works to ensure that every keiki in Hawai'i has access to quality education. HE'E is recognized for:

- Providing a **platform for community voice**, especially in educational policy discourse
 - Serving as a trusted **informational and relationship resource**
 - Engaging public systems as a **partner and critical friend** on education-related efforts
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Position Summary

The HE'E Coalition Director serves as the network's secretariat leading the coalition's strategic direction, overseeing operations, building and maintaining critical relationships, and serves as the primary advocate and spokesperson for the coalition. This role requires a politically astute, relationship-oriented leader with a strong understanding of Hawai'i's educational and policy landscape. The Director must effectively balance being both a critical voice and a collaborative partner to public institutions.

Essential Duties and Responsibilities

Leadership and Strategy

- Advance HE'E's mission and strategic priorities with input from members
- Lead the development and implementation of the network's strategic priorities
- Represent HE'E in public forums, legislative sessions, Board of Education (BOE) meetings, and media

Coalition Building

- Foster a strong, diverse coalition that includes parents, educators, nonprofits, and other related groups
- Organize and facilitate regular coalition meetings and convenings (virtual and/or in-person)
- Develop and maintain relationships with key stakeholders, including Department of Education (DOE), BOE, Legislature, and other education-related organizations
- Allow space for intra-member relationship-building
- Engage and grow HE'E membership with focused efforts to involve under-represented voices.

Policy Engagement

- Monitor and analyze policy developments at the BOE, Legislature, and DOE
- Provide timely updates and strategic recommendations to HE'E members
- Provide a safe space for development of advocacy agenda
- Help draft testimony, letters, and other communications that reflect HE'E's positions



Communications and Public Outreach

- Maintain clear and regular communications through newsletters, social media, and member updates
- Ensure messaging is accessible and appropriate for diverse audiences
- Serve as a public spokesperson and encourage participation of membership to engage with media

Organizational Management

- Oversee logistics for hybrid meetings, technology, and convening protocols
- Provide updates to HE'E Board members

Required Qualifications

- Bachelor's degree in education, public policy, political science, nonprofit management, or related field (Master's preferred)
- Minimum 5 years of experience in advocacy, coalition-building, or community organizing
- Proven ability to work with diverse stakeholders and lead collaborative efforts
- Deep knowledge of Hawai'i's public education system and policy landscape
- Excellent written and verbal communication skills
- Demonstrated ability to synthesize complex policy issues for multiple audiences
- Skilled in relationship and network management, strategic planning, and facilitation
- Experience engaging in public policy advocacy, including testimony and legislative tracking

Desirable Qualifications

- Experience working with or within the Hawai'i DOE or BOE
- Prior success in organizational leadership or management of a nonprofit team
- Background in educational equity, social justice, or related policy areas
- Self-awareness of how personal values influence leadership and decision-making

Working Conditions

- Position may require occasional evening or weekend meetings
- Hybrid remote work environment with periodic in-person convenings and public meetings
- Must be able to travel within the state as needed, though rare

Application Instructions

Interested candidates should submit the following to info@thelearningcoalition.org:

- Cover letter addressing interest and qualifications
- Resume/CV
- Contact information for three professional references

Applications will be reviewed on a rolling basis until the position is filled.