



## **Islands Funding Platform Project Manager**

**Location:** Remote, must be able to work with colleagues across US time zones, including in the Pacific and Caribbean

### **About Hua Nani Partners**

Hua Nani Partners (HNP) provides policy, strategy, and advisory services to help seed the next generation of climate and energy solutions. Building on decades of experience in philanthropy and government, including in California, the US, and internationally, and in the non-profit, government, and private sectors, we provide customized support to clients committed to addressing the climate crisis.

The Hua Nani team brings versatility in skills and in-depth knowledge across sectors, working with a range of climate funders, policy think-tanks, communication strategists, clean tech startups, state and local governments, and international climate actors including national governments. Our team is primarily based in Hawai'i and California but works with clients across international time zones.

### **Position Overview**

HNP is seeking a full-time Islands Fund Manager to join our team. The Manager will report to and work closely with Aimee Barnes, Founder and CEO of Hua Nani Partners, on the development and launch of a new initiative to develop an islands-focused philanthropic fund, recognizing that islands are on the front lines of the climate crisis. This is an exciting and entrepreneurial opportunity for the right candidate who is passionate about islands and the role of philanthropy in building resilience for islands to survive and thrive in the net zero transition.

The Manager will work on all aspects of the Fund, including project management, funder outreach, engaging with and managing our Advisory Committee, supporting upcoming convenings with key stakeholders, and other organizational tasks associated with standing up the Fund. Other responsibilities may include research and writing projects, project management, and client/donor relations, working closely with the larger HNP team. The Manager will be responsible for interfacing directly with multiple partners and high level champions who have been helping to spearhead this effort.

Initially, the Fund will focus on three areas:



- Prioritize equitable and just island resilience
- Support access to, scale and multiple different types of finance
- Strengthen island capacity and self-determination

We will consider applications on a full-time salaried basis.

### **Background on the Islands Fund**

Over the last 6-12 months, Hua Nani Partners has been working with a wide range of stakeholders to develop the concept and strategy for a philanthropically-funded islands platform. With funding secured to take this work forward, we're looking for a Project Manager to transition from the planning to execution phase, and lead the standing up of this Fund.

### **Essential Functions:**

- Serve as the primary point of contact to partners and stakeholders as the funding platform is developed
- Lead the creation of associated resources including slide decks, strategy documents, and two pagers
- Circulate funding platform strategy and materials with key stakeholders and incorporate relevant feedback
- Communicate updates regularly to the Hua Nani Partners team and other stakeholders as needed
- Coordinate with senior advisors supporting fundraising and donor socialization

### **Selection Criteria**

#### Essential Qualities & Skills

- Passion for addressing climate change
- Understanding of international climate policy, particularly in island nations
- Strong interpersonal skills and sensitivity to effectively represent HNP in client relations
- Solid understanding and values of diversity, equity and inclusion policies and politics
- Strong work ethic with the ability to independently manage workflow in a remote environment
- Project management experience
- Strong organizational skills and ability to juggle multiple projects and deadlines



- Team player
- Strong written and verbal skills
- Detail-oriented, highly organized, responsive
- Adaptable working in evolving environment
- Ability to multitask and manage simultaneous project schedules
- Working knowledge of Google suite software

### Desired Skills

- 2 years working on islands-focused initiatives, either in the Pacific, Caribbean, or other global region is strongly preferred
- Experience and/or interest in the following:
  - International climate policy, particularly in island nations
  - Climate philanthropy
  - Climate activism or advocacy experience
- Experience supporting the early stages of development of a fund or foundation is preferred, but not required
- Bachelor's degree strongly preferred and 3-5 years of work experience

### **Benefits & Compensation**

#### *Compensation*

Competitive compensation package commensurate with experience and the opportunity for performance-based bonuses.

#### *Paid Time Off*

HNP offers 15 paid holidays (encompassing federal, California, and Hawai'i holidays), and employees may take as much leave/sick time as needed.

#### *Paid Family Leave*

One month leave fully paid with an additional three months leave at 50% pay (four months total).

#### *Retirement*

HNP offers a 401k plan administered by Guideline with 100% employer match up to 6% of compensation and 100% immediate vesting after six months of service.

#### *Health Insurance*

HNP offers health insurance with Kaiser Permanente for our Hawai'i based employees. For other states our health insurance offerings are flexible based on the needs of the



candidate and their state of residence.

**Apply**

To apply, please send a cover letter and resume to [info@huanani.com](mailto:info@huanani.com).

Hua Nani Partners is a small women-owned business. We value diversity and equality. We provide equal opportunity - through recruitment, employment, training, compensation and promotion - regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, and gender identity or expression.