



Hua Nani Partners

policy | strategy | advisory

Principal Job Description

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 Principal to join our team. In this role you will be responsible for managing clients who are leaders in the US and global climate advocacy, policy and strategy space. In addition, you will be overseeing a significant new multi-year project supporting climate policy implementation, working with leadership and external partners, as well as the larger HNP team. An ideal candidate will have experience in climate policy work managing significant projects, coordinating teams, have strong written and verbal communication skills, be highly collaborative and mission-driven, have a can-do attitude for problem-solving, and thrive in a fast-paced, remote work environment.

We will consider applications on a full-time salaried basis. This job is remote with the ability to work in multiple US time zones.

ESSENTIAL FUNCTIONS

- Lead on 4-6 clients at a time
 - Client management, including regular communications over Zoom

- Client work, including report writing, strategy, project management in close coordination with junior staff
- Client project operations, such as tracking hours, budget and deliverables
- Support business development through network outreach, proposal drafting, and client cultivation
- Build capacity for our firm (project management, business development tracking, strategic/future growth planning, etc.)
- Management and mentoring of junior staff
- Public facing exposure, e.g. speaking, writing, etc. to elevate HNP profile, build client base

SELECTION CRITERIA

Essential Qualities & Skills

- Passion for addressing climate change
- Well-versed in U.S. climate policies and politics
- 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
- Ability to approach project deliverables that may be unclear at times with a can-do positive attitude toward problem-solving
- Strong organizational skills and ability to juggle multiple projects and deadlines. Ability to see work through to completion and proactively solve for bottlenecks
- Attention to detail; thorough and consistent
- Ability to work independently and virtually in a dynamic, collaborative, and fast-paced atmosphere
- Team player
- Strong written and verbal skills
- Working knowledge of Google Workspace software
- 10-15 years relevant work experience

Desired Skills

- State climate policy expertise
- International climate policy expertise
- Federal and/or state budget/funding processes
- Climate philanthropy
- Climate activism or advocacy experience
- Managing and mentoring junior staff

BENEFITS & COMPENSATION

Compensation

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

Paid Time Off

HNP offers 14 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.

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.