

## **STATE OF HAWAII POSITION DESCRIPTION**

### **I. IDENTIFYING INFORMATION**

Class Title:	HI-CAP Program Associate Manager
Position Number:	
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawaii Technology Development Corporation
Branch (Office):	N/A
Section:	N/A
Unit:	N/A
Geographic Location:	Honolulu

### **II. INTRODUCTION**

The Hawaii Technology Development Corporation (HTDC) is an agency of the State of Hawaii established in 1983 in accordance with Section 206M, HRS, and is attached to Department of Business, Economic Development & Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of incubation facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial technology industry in Hawaii.

HTDC is the lead agency slated to administer the State Small Business Credit Initiative (SSBCI) program in Hawaii. The SSBCI is a 7 year, \$60+ million federally funded program designed to help small businesses access capital to help the economy recover from the pandemic.

The SSBCI program in Hawaii is known as HI-CAP. HTDC has defined 3 sub-programs that will be part of the program.

- Collateral Support – credit enhancements for loans
- Loan Participation – direct lending
- Equity Investments (Fund of Funds) – Investing in private investment funds focused on Hawaii

### **III. MAJOR DUTIES & RESPONSIBILITIES**

#### **A. Program Support [1,2,3] 30%**

1. Coordinate with Treasury representatives on policies and procedures of the overall SSBCI program and Hawaii's HI-CAP program.
2. Assist the HI-CAP program manager with the overall HI-CAP program. HTDC has partnered with the Hawaii Green Infrastructure Authority (HGIA) to administer the Collateral Support and Loan Participation programs. Therefore, the HI-CAP program associate manager will work closely with HGIA.

3. Assist the HI-CAP program manager in managing risks and dependencies of the program, escalate obstructions, and provide input on resolutions.

**B. Fund of Funds Program Support [1,2,3] 30%**

1. Review and edit investment documentation and interpret SSBCI program information as pertaining to the HI-CAP equity investment strategy and risk profile.
2. Conduct due diligence of venture funds, make reference calls, and coordinate overall investment strategy and monitoring of portfolio companies and venture investments.
3. Prepare and present investment assessments and recommendations, including investment memoranda and program documents.
4. Meet with venture fund professionals and industry participants.
5. Perform research on industries, companies, venture funds, and financial markets.

**C. Reporting and Compliance [1,2] 30%**

1. Collect and maintain database of documents for compliance and reporting purposes. Develop and maintain database of financial performance and economic development metrics of both venture funds and portfolio companies to gauge impact and overall performance.
2. Identify all reporting requirements from the Federal Government for SSBCI program and Technical Assistance program. Submit any reports in a timely manner.
3. Help develop policies & procedures and compliance methodologies, and maintain compliance through careful monitoring of policies and procedures.
4. Create written and in-person executive level status reporting.
5. Design metrics that effectively measure and track success.

**D. Outreach & Other Duties [1] 10%**

Establish and maintain relationships with local market participants and SSBCI program administrators from other states. Attend local conferences and

workshops involving the venture community, technology innovation and economic development. Perform other duties as required.

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**100%**

### **Essential Functions**

#### Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#### Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

## **IV. CONTROLS EXERCISED OVER THE WORK**

### **A. Supervisor:**

Position No.: 124307      Class Title: HI-CAP Program Manager

### **B. Nature of Supervisory Control Exercised Over the Work.**

#### **1. Instructions Provided.**

The HI-CAP Program Associate Manager receives general supervision from the HI CAP Program Manager. Instructions are limited to general guidance, direction and results expected.

#### **2. Assistance Provided.**

Supervision received is nominal, consultative, and limited, but may be very "hands on". Under broad and extensive guidelines, the position exercises wide discretion and judgment in carrying-out the activities and functions of the HI-CAP program. The employee takes care of all aspects of the work independently, but informs HI-CAP Program Manager when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

#### **3. Review of Work.**

The employee has authority to make commitments, limited only by HRS, State administrative policies, and orders of the supervisor. The supervisor reviews issues that the employee indicates are exceptional, such as when a proposed action will involve establishing a new precedent, policy, or direction for HTDC.

**C. Nature of Available Guidelines Controlling the Work.**

**1. Policy and Procedural Guides Available.**

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are federal laws, rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

**2. Use of Guidelines.**

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

**V. MINIMUM QUALIFICATIONS**

**A. Knowledge:**

DBEDT and HTDC rules, regulations, policies, procedures, or other relative guidelines. Supervisory principles and practices.

Familiarity with financial ratios, financial markets, and regulatory frameworks.

Knowledge of Hawaii's local business market.

**B. Skills/Abilities:**

- Strong Excel skills, quantitative mindset, and ability to analyze data.
- Communicate with potential investors on deal structure.
- Understand venture capital business, industry, and governmental agencies.
- Read and comprehend legal documents, Understand/write complex contracts.

**C. Education:**

Master's degree preferred but not a prerequisite. A Bachelor's degree is required in business, accounting, finance, or related field, or a combination of education and experience from which comparable knowledge and skills are acquired, subject to review and acceptance by the HTDC Executive Director.

**D. Experience:**

Two years relevant work experience in project management, investments, public police and/or venture capital.

**E. Required Licenses, Certificates, etc.:**

N/A

**F. Substitutions Allowed:**

The HTDC Executive Director determines the substitutions that are allowed.

**VI. DESIRABLE QUALIFICATIONS**

- Management of private investments.
- Experience with government procurement, policies, and procedures.
- Highly organized self-starter and team player.
- Active in Hawaii's entrepreneurial ecosystem.

**VII. TOOLS, EQUIPMENT & MACHINES**

Personal computers and peripheral equipment/software, calculator, copying machine, and other related office machines, equipment, and tools.

**HI CAP Program Associate Manager  
Position No.**

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered “emergency workers” and shall perform functions as determined by their respective state or county department director during emergencies or disasters.