



POSITION: FUND DEVELOPMENT MANAGER

STATUS: Full-time, Exempt

SALARY: TBD

DESCRIPTION

Palama Settlement is a 124-year-old social service agency and community center located in Kalihi-Palama, Honolulu, HI. Palama's mission is to partner with those who have the greatest needs in the community, empowering them to enhance their well-being through education, health, and recreation. Services and programs include team sports for youth, after school tutoring, morning activities for kupuna, and food pantry distributions.

JOB SUMMARY

Provides leadership oversight, coordination, and execution of fund development, fundraising and marketing programs that drives philanthropic investments from individuals and corporations aligned with Palama Settlement's strategic initiatives.

Responsibilities Includes:

- Solicitation of major gifts, corporate and foundation support, annual giving, online giving, and revenue driven special events and capital campaigns.
- Implementation and administration of the Customer Relationship Management (CRM) system
- Coordinate/supervise the marketing and communication materials including an annual report, collateral material, and other print publications; web, e-news social media and other online communications.

Essential Duties:

- Fund Raising
- Grant Writing
- Special Events
- Database and Records Management
- Community Relations

QUALIFICATIONS

Minimum qualifications:

A. Skills/Knowledge

- Strong written and verbal communication skills.
- Proficiency in the use of computers, word processing, data tracking, and relevant software. Desirable experience with desktop publishing (Publisher), Photoshop, Excel, Word, and Raiser's Edge.

B. Education

- Bachelor's degree from accredited college/university desired. Preferred degree in communications, journalism, marketing, or business administration.
- *Master's degree preferred.*
- *CFRE designation desired, but not required.*

C. Experience

- 3-year fundraising/fund development experience.
- 3-year experience working in a non-profit agency.

D. *Desired Experience*

- Experience working with at-risk populations.
- Grant writing experience.
- Experience with social media and websites

E. Additional Requirements:

- Valid Hawaii Drivers' License
- Auto Insurance
- Access to registered and insured automobile
- Criminal background clearance
 - Hawaii Criminal Justice Data Center
 - National Sex Offender Public Registry
 - National Criminal History Database

BENEFITS:

- Medical Insurance, Drug, Vision and Dental
- 401(k) Retirement Plan
- Vacation and Sick Leave
- Paid Holidays
- FREE Parking

ADDITIONAL INFORMATION:

Please send cover letter and resume to palamahr@palamasettlement.org.

Palama Settlement is an equal opportunity employer committed to diversity, equity, and inclusiveness.