



JOB DESCRIPTION

Job Title: Fund Development Coordinator

Effective Date: February 23, 2024

Department: Administration

FLSA STATUS: Full-time, Non-Exempt

Reports To: Deputy Director

Supervises: None

I. Job Summary

We are looking for a Fund Development Coordinator to join our team and help us with our fundraising and grant writing efforts. The ideal candidate will have excellent communication and organizational skills, be able to manage multiple projects at once, and have experience in researching and writing grants. The Fund Development Coordinator will be responsible for developing and executing fundraising campaigns, managing donor databases, and creating reports to track progress.

II. Essential Duties

- Donors
 - Maintain and improve organization's donor database.
 - Identify, cultivate and solicit prospective donors for major gifts of \$5,000 and above.
 - Arrange for in-person visits, including tours of Palama Settlement, with major gift prospects, ultimately leading to gift solicitations.
 - Assist and support Executive Director in identifying and approaching major gift prospects that they know.
 - Assist and support Executive Director and Fund Development Committee members in identifying and approaching major gift prospects that they know.
- Grants
 - Conduct research on potential grant opportunities.
 - Write grants applications and reports, including all attachments, tables, support letters, signatures, and budgets.
 - Organize and maintain a system for tracking requests, receipt of grant funds and reporting timelines.
 - Monitor project progress and provide regular updates to stakeholders.
- Fundraising
 - Develop and implement strategies for fundraising, to include identification, cultivation, solicitation, acknowledgement and stewardship of all corporate sponsors, donors, and partners.

- Assist in the development and implementation of the fundraising event, including sponsorships, and solicitation of in-kind donations.
- Assist with invitation mailings, event RSVPs, and as point person for general event inquiries.
- Co-manage vendor, rental, space contractual negotiations, catering, and work with Special Events Coordinator.
- Annual Fund and Direct Solicitation Letters
 - Assist in the development and implementation of the Annual Fund including working on direct response letters, e-mail appeals, and social media campaigns.
 - Coordinate the production and distribution of special introduction and appeal letters.
 - Ensure that all constituent and gift data is collected and organized to be used for internal and external reporting.
 - Evaluate outcomes and report progress to the Executive Director and Fund Development Committee

III. Other Duties

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.
- Attend the department meetings, and the Agency-wide staff meetings.
- Other duties as assigned. This could include but is not limited to, assisting other programs and other departments with activities, projects, and special events.

IV. Working Conditions

- Work Environment: Office environment
- Work Hours: Flexible, mostly Monday through Friday 8:00am – 5:00pm; Occasional evening or weekend events
- Equipment Use: Computer, printer, scanner, fax, and other office equipment.
- Mental and Physical Demands
 - Must be able to deal with multiple tasks, interruptions, and deadlines.
 - Able to lift and carry up to 20lbs. and climb stairs.

V. Qualification

- Skills/Knowledge
 - Exceptional writing and speaking skills, communicating effectively and accurately.
 - Core computer skills in word processing, database management, spreadsheets, and electronic communications.
 - Must be a team player, take initiative, and be flexible in assisting others to the best of their ability to ensure accurate work product.
- Education & Experience
 - Bachelor's degree from accredited college/university desired. Preferred degree in communications, journalism, marketing, or business administration.
 - 3-5 years' experience in fundraising, special events, donor communications and project/event management.

- *Desirable Experience*
 - Experience working with at-risk populations.
 - Knowledge of fundraising principles and practices
 - Working knowledge of diverse software applications and ability to use new software programs and databases with basic training.
 - Grant research and writing

VI. Additional Requirements (certificates, license, etc. – if applicable)

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