



JOB DESCRIPTION

Job Title: Fund Development Coordinator

Department: Admin-Fund Development

Reports To: Executive Director

Status: Full-time, Non-Exempt

Job Summary

The Fund Development Coordinator plays a key role in supporting and advancing Palama Settlement's fundraising and resource development efforts. This position helps implement a comprehensive development strategy, which includes managing the annual fund, writing and tracking grants, cultivating major gifts, supporting corporate sponsorships, and coordinating in-kind donations. The coordinator is also responsible for maintaining accurate donor data, ensuring compliance with grant requirements, supporting donor stewardship activities, and collaborating with internal teams to meet fundraising goals. This position requires strong organizational skills, attention to detail, and a passion for nonprofit work.

Essential Duties

Grants and Funding Management

- Research, identify, and evaluate grant opportunities from foundations, corporations, government agencies, and other funding sources.
- Prepare, write, and submit grant proposals and applications that align with organizational priorities and funder requirements.
- Maintain a comprehensive grant calendar, tracking application deadlines, reporting requirements, and renewal opportunities.
- Prepare compelling narratives, budgets, and outcome reports in collaboration with program and finance staff.
- Monitor grant performance, expenditures, and compliance throughout the grant lifecycle.
- Coordinate pre- and post-award grant administration, including documentation, correspondence, and compliance tracking.
- Maintain organized electronic and physical grant files.
- Assist the Executive Director in preparing and submitting grant reports and other required funder communications.

Donor Database and Gift Management

- Maintain accurate donor and prospect records in the organization's donor database, ensuring data integrity through timely entry, updates, and routine maintenance.
- Process and record all donations, including cash, checks, online gifts, in-kind contributions, matching gifts, and sponsorships.
- Prepare and distribute timely donor acknowledgments, tax receipts, and grant acknowledgments.
- Generate reports and analyze donor data to support fundraising strategies, donor segmentation, and engagement efforts.

Fundraising and Donor Stewardship

- Assist with the planning and implementation of annual giving campaigns, fundraising appeals, and other development initiatives.
- Prepare and distribute donor stewardship materials, including newsletters, holiday cards, invitations, impact reports, and recognition pieces.
- Coordinate donor cultivation and stewardship activities, including thank-you communications, recognition efforts, and follow-up.
- Maintain the donor stewardship calendar to ensure consistent and meaningful engagement with donors and funding partners.
- Assist with identifying prospective donors and developing strategies to strengthen donor relationships.

Administrative Support

- Coordinate meetings, appointments, and communications related to fundraising and grant activities.
- Prepare meeting agendas, take minutes, and distribute follow-up materials as needed.
- Collaborate with finance and program staff to ensure grant budgets, expenditures, reporting requirements, and deliverables are accurately tracked.
- Support fundraising and community events through planning, logistics, volunteer coordination, and donor engagement.
- Provide administrative support for the Development Department and participate in fundraising strategy discussions.

Other Duties

- Report any suspected child or vulnerable adult abuse or neglect to your supervisor in accordance with applicable laws and Palama Settlement policies.
- Attend departmental and agency-wide staff meetings.
- Perform other duties as assigned. This may include assisting other departments with agency programs, activities, projects, and special events.

Working Conditions

- Environment: Office-based; primarily sedentary with regular computer use.
- Schedule: Full-time; Monday–Friday, 8:00 AM–5:00 PM, with a one-hour unpaid lunch break. Occasional early mornings, evenings, or weekends may be required.
- Location: Based at Palama Settlement. Some off-site duties may occur. The Administration Office is located on the second floor and is only accessible via stairs.
- Travel: Occasional travel for meetings and events.

Qualifications

- Minimum of three (3) years of experience in nonprofit development, fundraising, grants administration, or a related field.
 - Bachelor's degree in a related field or equivalent combination of education and experience.
 - Knowledge of nonprofit fundraising best practice.
 - Passion for community-based work and social services.
-

Competencies

- **Problem Solving:** Uses analytical and critical thinking skills to identify and resolve issues related to grants, donor records, fundraising activities, and compliance requirements.
- **Technical Skills:** Demonstrates proficiency in Google Workspace, Microsoft Office Suite (particularly Excel and Word), and Adobe Acrobat. Possesses working knowledge of donor databases, fundraising systems, and grant management processes, with the ability to learn new technologies and apply them effectively.
- **Customer Service & Interpersonal Skills:** Interacts professionally and respectfully with donors, funders, community partners, and staff; responds in a timely and courteous manner.
- **Communication:** Possesses strong written and verbal communication skills, with the ability to develop compelling proposals, reports, and donor communications while building positive relationships with internal and external stakeholders.
- **Teamwork:** Works collaboratively with colleagues across departments to support organizational and fundraising goals.
- **Leadership & Professional Conduct:** Demonstrates reliability, accountability, and sound judgment; contributes positively to a respectful and productive work environment.
- **Change & Strategic Alignment:** Adapts to change and carries out responsibilities in alignment with organizational priorities and strategic goals.
- **Quality & Resource Management:** Maintains accuracy and attention to detail while using time and resources efficiently.
- **Ethics & Equity:** Acts with integrity, maintains confidentiality, and supports equity, inclusion, and ethical practices.
- **Planning & Initiative:** Organizes work effectively, meets deadlines, and shows initiative in improving processes and outcomes.

Physical Demands

- **Regular:** Sitting, talking, hearing, using hands, walking up and down stairs, and reaching with arms.
- **Frequent:** Standing, walking, lifting up to 10 pounds.
- **Occasional:** Climbing, balancing, lifting up to 25–50 pounds.

Additional Requirements

- Valid Hawai'i driver's license.
 - Proof of auto insurance and access to a registered, insured vehicle.
 - Background checks: (Hawai'i Criminal Justice Data Center, National Sex Offender Registry, National Criminal History Database)
-