

**Hawai'i Nature Center (HNC)
Fund Development Coordinator
FLSA Status: Nonexempt**

Position Summary

The Development Coordinator (DC) is a key, full-time, permanent position for the continued impact of Hawai'i Nature Center (HNC). The DC will assist in HNC annual fundraiser, individual donor development, grant solicitation, membership growth, and outreach. This includes being the lead in planning and implementation of all fundraising programs that includes identification, cultivation, solicitation, acknowledgement, and stewardship of individual donors, annual fundraising and membership.

REPORTS TO

Executive Director

Individual Donors

- Build and actively manage a portfolio of 20 major gift prospects, including those identified by the Executive Director, Development Committee and Board of Directors
- Identify, cultivate and solicit prospective donors for major gifts of \$5,000 and above.
- Make appointments for personal visits/tours of HNC with major gift prospects, ultimately leading to gift solicitations.
- Steward current and past donors to assure continued involvement and increased giving

Green Gala/Annual Fundraiser

- In conjunction with the Executive Director and/or Development Committee/Green Gala Committee, assist in the development and implementation of the annual Green Gala event, including sponsorships, solicitation of in-kind donations, and auction items.
- Assist with invitation mailings, event RSVP's, and as point person for general event inquiries
- Co-manage vendor, rental, space contractual negotiations, catering, and work with in-house manager for special events
- Collaborate and develop new and alternative fundraising event opportunities (e.g. trail run)

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 Development Committee

Grants

- Research funding opportunities
- Work with Environmental Educators to identify projects and greatest needs for grants
- Assist with grant proposal development, management and administration

- Prepare proposal package needed for specific solicitations, including gathering of information (budgets, supporting documents, letters of support, etc.) to support grant requests
- Track the fulfillment of grants with program staff including track of proposal submissions and grant reporting deadlines

Membership

- Expand HNC Membership program
- Develop key metrics for membership program
- Track membership for annual renewals

Outreach

- Research and partner with other non-profit organizations to help grow scholarship participation opportunities and overall awareness of HNC.
- Attend outreach and promotional events at partnering locations and organizations.
- Gather data and assist in the development of the Annual Report.
- Work with marketing team to create collateral for distribution

Qualifications

- Minimum of three years of progressively responsible experience in a non-profit setting, preferably an education, natural resources or membership organization, with proven success in fundraising events, individual donor development including soliciting and closing gifts.
- Bachelor's Degree with relevant work experience in nonprofit fundraising
- Excellent inter-personal and verbal communication skills with ability to act in a mature and professional manner with top donors and trustees
- Proven advocate of nature-based programming and connecting kids to nature
- Personal connection to nature and the outdoors
- Must possess knowledge of fundraising principles and practices and maintain a professional, polished demeanor
- Knowledge of fundraising research and information resources
- Experience in data and records management
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, the general public, and donors
- Commitment to professional ethics in working with highly confidential, sensitive information
- Extremely detail oriented and organized, with the strong ability to successfully multi-task as necessary or requested
- Core computer skills in word processing, database management, spreadsheets and electronic communications
- Strong project management and problem-solving skills and demonstrated ability to work in a team-oriented environment

- Availability to work some evenings and weekends, and travel domestically, in support of special initiatives, as needed
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and work independently
- Access to reliable transportation and a clean driving record.

Desired Qualifications

- Knowledge of fundraising principles and practices
- Grant research and writing
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, the general public, and donors

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

Hours/Pay

Full-Time, permanent position. Salary, commensurate with experience: \$55,000– \$65,000 per annum. Benefits include medical, sick, vacation and retirement.

Apply: <https://www.hrsymphony.com/hrs/route/position/5337/H56Z>

Hawai'i Nature Center is a 501 (c) (3) non-profit organization that believes by connecting children and families to nature, HNC builds community, creates meaningful change, and shapes a more sustainable future. This work is conducted by connecting children and adults to nature via School Programs, Nature Adventure Camps and Community Programs. More information can be found at www.hawaiinaturecenter.org