



Job Title: Community Relations Director

Reports to: HomeAid Hawaii Executive Director

Education: Bachelor's degree in nonprofit management, business, communications, marketing, or a related field; or a minimum of seven years of professional experience in fund development and community relations

Experience: Mid-Level Employee

Salary: \$80,000 - \$90,000

Position: Exempt, full time

Schedule: Full-time, occasional evenings & weekends may be required, with frequent travel to Maui

Location: State of Hawaii, in-office in Honolulu, Oahu (Dole Cannery)

About HomeAid Hawaii:

We are a fast-growing nonprofit developer focused on building housing solutions for homeless and at-risk populations. Our value engineering through deeply discounted supplies, materials, and donated labor makes us a leader in paving the path for Kauhale and alternative housing developments.

Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

Our vision is that every resident has a safe and dignified home to grow and thrive in Hawaii.

Job Description:

The Community Relations Director plays a vital role in advancing HAH's mission by executing a robust external affairs strategy, including fundraising, research, partnership development, volunteerism, and communications, in collaboration with internal teammates and external consultants. This role involves nurturing donor relationships, safeguarding the financial health of HAH programs, and supporting HAH leadership in multifaceted activities such as partner relations, volunteer management, donor prospecting, special events coordination, database management, grant writing and reporting, and volunteer engagement initiatives.

Duties & Responsibilities:

External Affairs

- Collaborate with the Director of Marketing to produce materials, including event materials and promotional content, to support HAH's statewide - ensuring alignment with the organization's brand strategy
- Manage external communications between HAH and the public, including the "info" email account and constituent phone calls
- Act as a secondary spokesperson and assist in managing HAH's brand messaging, public relations, community outreach, and crisis communications



- Facilitate opportunities to showcase the evidence-based impact of the Kauhale model through community forums, press releases, and other media channels.

Community Engagement

- Serves as the staff liaison with HAH's consultants – ensuring progress on stakeholder convenings, meeting agendas, outreach, community relations, and fund development strategies
- Represent the organization at community events and meetings
- In partnership with program team, develop a calendar of volunteer needs and events to support the identified needs
- Develop awareness strategy for volunteer recruitment
- Manage recruitment, training, scheduling, on-boarding, evaluation and recognition of volunteers and strategic partners
- Develop structures to cultivate, nurture and acknowledge volunteers and partners

Fund Development

- Collaborate closely with the executive team and consultants to execute comprehensive fundraising strategies aligned with HAH's mission and objectives, focusing on expanding its statewide and national donor and partner base
- Vet and onboard additional consultants and/or staff to support with the overall fundraising strategy
- Oversee HAH's fund development calendar, project manage all aspects of grant applications and reports, and conduct research to identify pertinent grant opportunities aligning with HAH's mission and initiatives
- Coordinate and facilitate regular team and consultant meetings to ensure alignment with comprehensive fundraising strategies and the fund development calendar
- Provide support for builder recruitment and networking events, fundraiser events, convenings, and direct connections with key stakeholders on all islands to expand support for HAH
- Create opportunities for builders to contribute labor and material support for HAH projects supporting low-income and homeless populations
- Ensure the acknowledgment of donations and ensure timely and personalized communication
- Implement strategies for donor recognition and retention
- Maintain accurate records of donations and grants in Salesforce and Smartsheet
- Analyze fundraising data to assess the effectiveness of strategies and make recommendations for improvement
- Organize and coordinate fundraising events, campaigns, and initiatives to raise awareness and funds



- Stays current with trends in nonprofit innovation, philanthropy, and social entrepreneurship
- Engage the board in fund development activities by providing regular updates, opportunities for involvement, and facilitating their participation in fundraising efforts
- Lead the board committee responsible for fund development, providing guidance, support, and resources to ensure the committee's success in achieving fundraising goals

Other duties, as assigned.

Minimum Job Qualifications:

- Bachelor's degree in nonprofit management, business, communications, or a related field; or a minimum of seven years of professional experience in fund development and community relations
- Forward thinking and strategic mindset.
- Advanced knowledge/understanding of the attitudes and concerns of community, beneficiaries, and public interest groups.
- Proven experience in fundraising, donor relations, or related roles
- Excellent organizational skills: ability to self-start, multi-task; and take direction from multiple sources
- Ability to prioritize, manage multiple, competing priorities with many variables in a deadline-driven setting
- Skilled at establishing and cultivating strong relationships, both across different levels of the organization and externally
- Excellent written and oral communication skills
- Must be a team player, demonstrate common sense, flexibility, and ability to exercise independent judgement
- Ability to problem solve and make decisions independently. Refer difficult questions and unusual situations to supervisor
- Ability to adapt or modify processes in response to changing circumstances
- Experience utilizing Microsoft Office applications
- Ability to occasionally lift or carry 25 pounds
- Maintain valid Hawaii Driver License and State-mandated Auto Insurance
- All candidates must pass a background check before hire

Physical Requirement:

- Ability to sit at a desk and use a computer for extended periods.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.
- Ability to operate general office equipment such as computers, printers, photocopiers, scanners, phone systems, postage meters, etc.



- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Ability to communicate verbally and in writing.
- Hearing and speaking abilities for in-person, phone, and video conversations.

Benefits:

- Employer paid Medical, Dental, and Vision with discounted group options for family members.
- Nine (9) paid annual holidays.
- Paid time off following a 90-day probation period: sixteen (16) paid days per twelve (12) months.
- 401k Retirement Plan with discretionary employer match
- Flex spending plan
- Paid training courses related to industry skill-building.

**Resumes and cover letters for interested applicants should be emailed to Shelby:
Shelby@homeaidhawaii.org.**