

**Hawaii Agricultural Foundation**  
**Job Description**  
**Development and Communications Manager**

**Position Title:** Development and Communications Manager

**Reports to:** Chief Operating Officer, Hawaii Agricultural Foundation (HAF)

**Overview:** The HAF Development and Communications Manager will coordinate the annual Localicious Hawaii campaign, manage HAF's social media and online presence, write external communications, and provide institutional advancement, media relations, and general office support. These functions require the individual to have excellent written and verbal communication skills, a solid knowledge of digital media and understanding of social media platforms, experience in media relations and marketing, strong organizational skills and an enterprising work ethic.

**Work Schedule:** Full-Time

**Principal Duties Include:**

Coordinate the annual Localicious Hawaii campaign including soliciting, stewarding, and managing participating restaurants; work in coordination with and support the Communications/Public Relations Director and Social Media consultant to implement the campaign's marketing efforts and other community engagement and promotional activities; plan and implement annual campaign reception; serve as liaison between the Localicious Leadership Council and HAF Executive Director and coordinate activities among Council members; oversee website, campaign collateral, and post-event reporting.

Write monthly e-newsletter and prepare annual recap publications for HAF, Localicious Hawaii, and other HAF programs as required.

Create, maintain, and manage a social media network on behalf of an organization that has multiple stakeholders.

Assist with seeking funding and resources from various sources.

Maintain a donor database including entering data and generating donation receipts and acknowledgements.

Work with the Kunia Ag Park / Local Inside Manager on design, development and implementation of a new HAF Membership Program.

Work with the Communications/Public Relations Director on press releases, media coverage, and other public relations communiques.

Make office supplies arrangements, greet visitors and provide general administrative support.

Participate in development of an annual program plan and budget.

Participate in weekly meetings, provide weekly reports and attend board/other meetings when applicable.

Perform other related duties and responsibilities as required by the Executive Director and/or Chief Operating Officer.

## **Development and Communications Manager (continued)**

### **Competencies Include:** (Knowledge, skills and abilities to perform essential functions)

Bachelor's degree in marketing, communications, digital media or related field and a minimum of three to five years of direct nonprofit or business experience required.

Resourcefulness, professionalism, and an excellent work ethic.

Ability to handle multiple projects.

Ability of take initiative, foresee issues and take immediate action.

Ability to work independently

Strong analytical and organization skills

Proficient use of MS Word, Excel, Powerpoint, Outlook, Word Press, design and donor base software.

### **Physical Requirements Include:**

Driver license and availability of a car for work use.

Must be able to lift boxes or equipment at 25 pounds.

**Salary:** \$50,000 to \$60,000

### **Submit resume and cover letter to:**

Lucy Ahn, Chief Operating Officer

lucy@hawaiiagfoundation.org