Position Description

The Philanthropy Associate for Hawai‘i Land Trust (HILT) plays a critical role in HILT’s growth, sustainability, and ability to increase HILT’s mission delivery to protect and steward the lands that sustain Hawai‘i, and perpetuate Hawaiian values by connecting people with ‘āina. The Philanthropy Associate works closely with the Chief Operations and Philanthropy Officer. The Philanthropy Associate also interfaces frequently with other HILT staff on all islands. The Philanthropy Associate is responsible for maintaining HILT’s donor database, ensuring the integrity of our data and audit processes, that donors and gifts are stewarded properly and that appropriate records are kept.

This position is located on the Island of Oahu.

Qualifications

- Bachelor’s Degree preferred;
- 1-3 years in fundraising, development, or related field that provides an equivalent skillset in a nonprofit environment;
- Experience and skill working with Little Green Light or similar donor database systems (including query and report writing), and knowledge and proficiency in development operations and best practices;
- Proficiency with Google tools and Microsoft Office applications;
- Energetic and enthusiastic about Hawai‘i Land Trust’s work and impact;
- A collaborative approach working with a team;
- Ability to demonstrate excellent customer service skills, flexibility, and problem solving skills to resolve situations in a professional and calm manner;
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, via email, and in written correspondence;
Knowledgeable about Hawai‘i’s political, cultural and land use history, and familiar with Hawaiian cultural values associated with land or ‘āina. Respectful of Native Hawaiian people and cultural practices, and respectful of all residents and visitors to Hawai‘i;

Able to navigate a wide variety of business and social settings, including cultural gatherings, and enjoy sharing HILT’s work with individuals and organizations not yet familiar with its work;

Willingness to work occasional evenings and weekends.

**Database Management Responsibilities**

- Responsible for data entry, maintenance and data integrity of HILT’s Little Green Light (LGL) database, including annual imports, regular maintenance to ensure data health.
- Develop, maintain, and document procedures for use of LGL and serve as the primary technical liaison with LGL and monitor the vendor’s knowledge base.
- Stay up-to-date on all known technical issues, software updates, as well as general industry standards and best practices.
- Manage gift processing and biographical updates and work in close collaboration with HILT staff on anything related to fundraising data.
- Oversee timely generation of tax acknowledgement letters for all donations.
- Coordinate between the Chief of Operations and Philanthropy and the accounting office, to process gift deposits, reconcile gift income, and ensure accuracy between accounting and donor databases.
- Support the timely and accurate workflow of constituent and gift information into the database. Establish and maintain agreed-upon gift entry procedures and coding standards.
- Coordinate between the Chief of Operations and Philanthropy and the CEO on any additional letters of acknowledgement that must be sent or calls made.
- Create and execute standard and customized database reports that meet the evolving needs of the leadership and fundraising teams. Execute regularly scheduled and ad hoc performance matrix reports. Maintain standardized tools and procedures to track end-user lists and report requests, as well as data management and database improvement projects. Support planning and decision-making by translating data into user-friendly reports and dashboards through data visualization tools.
- Identify and report on key performance metrics that reveal trends, challenges, and opportunities.
● Ensure that the database is organized in order to maximize efficient use by HILT Staff, and support their colleagues in finding solutions.

● Take the initiative to streamline, automate, and maintain any routine procedures associated with gift entry, membership tracking, prospect management, and other essential Development tasks.

● Lead the enforcement of data entry controls, conducting regular data hygiene procedures, and performing continual data audits with staff training and corrective training/review.

● Provide web-based and data-based prospect research to support major gifts fundraising and actively supports moves management data entry and reporting.

● Maintain development physical files.

**Other Related Responsibilities**

- Actively participates as an effective member of team by completing assigned duties, accepting additional assignments or reassignments. This may include:
  - Supporting fundraising initiatives and appeals, reporting activities, donor acknowledgement, and special events.
  - Contributing to written materials, editing, and proofreading.
  - Contributing to outreach programs or events.
  - Assisting with the production of printed materials, including, but not limited to generating lists, researching information, copy writing and editing.
  - Keeping inventory and re-ordering office supplies.

**Details**

Regular full-time, salaried, must be able to work flexible hours with standard hours between 8am and 5pm including some holidays and weekends. Opportunity to work remotely with twice weekly Business Office days.

**Compensation**

The range for this position is $35,000 to $45,000 commensurate with experience and expertise.

Send resumes to Angela Britten, CFRE at angie@hilt.org.