Position Details:
JobTitle: Advancement Specialist
Status: Full-time with benefits
Reports to: Director of Institutional Advancement and Development
Salary Range: $55,000 - $62,000

The Opportunity:
The Advancement Specialist position is responsible for a broad range of tasks related to all aspects of outreach, engagement, and fundraising activities at Hanahau'oli School. Reporting to the Director of Institutional Advancement, this role is well-suited for the individual who enjoys the challenge and excitement of wearing many hats. The successful candidate will be a strong communicator (both written and verbal) with exceptional interpersonal skills and a keen attention to detail. Key responsibilities include gift processing and database management, donor relations and communications, and event planning and support for a number of school-wide and alumni/community events throughout the year. Fundraising and/or development experience - especially within a non-profit or educational setting - is preferred. A strong commitment to the mission and values of Hanahau'oli School and Progressive Education is a must.

Data, Reporting, & Administration:
- Manage and is point person for all data entry involved with gift processing, fundraising appeals, auction, current parent, former parent and other constituent records.
- Update donor records and help with maintaining a database of clean and complete data.
- Ensure timely and accurate entry of incoming donations, pledges, grant awards, and their allocations.
- Generate financial and analytical reports for all areas of IAO including the Annual Fund, Capital and Endowment campaigns, Planned Giving, Annual Report, Board and Advancement Committee support.
- Maintain a filing system for the finance team for donation documentation, such as donation forms, pledge forms, and grant award letters.
- Work closely with business and finance team during monthly and annual reconciliation process

Event Planning and Management:
- In collaboration with the rest of the IAO team, assist in the planning and execution of school-wide events, alumni engagement activities (Young Alumni Day, All Alumni Day, etc), and donor events (Mahalo Dinner, Mālama i Nā Keiki Auction Fundraiser). Including but not limited to coordination of logistics, vendors, recording and storage of archival materials, etc.
- Coordinate with internal and external stakeholders to create engaging experiences for parents, alumni, and community members.
• Interface directly with parent and alumni volunteers, including Hui Hanahau‘oli, the School’s parent association.

**Communication:**
• Generate, format, prepare and ensure timely delivery of donor acknowledgment and stewardship letters.
• Coordinate with the IAO Director and the rest of the IAO team on all community-wide communications, printed pieces, and online school-wide communications, Hui activities and programs. This includes editing and providing support on grant proposals, donor outreach, solicitation materials, and donor acknowledgement efforts including the Annual Report, individual endowment reports, and Stepping Stones magazine.
• Support IAO Director with initial prospect and donor information entry into the CRM database (Raiser’s Edge NXT).
• Support the Director with communications, fundraising initiatives and appeals throughout the year on an as-needed basis.

**Alumni Relations:**
• Oversee, in coordination with the IAO Director, all alumni relations programs and stewardship of the school’s alumni to include alumni events, care packages, and alumni giving.
• Maintain alumni records to ensure database is accurate and reflects current information; gather and obtain any missing alumni data.
• Welcome alumni who visit campus, provide tour and view of Stepping Stones, interface with teachers, and access to Archives, as requested.
• Responsible for Alumni Bytes and alumni stories for Stepping Stones Magazine

**Skills and Abilities:**
• Excellent verbal and written communication skills
• Highly detail oriented, with the ability to work independently to organize and prioritize work, problem solve, multi-task, make decisions and meet deadlines.
• Exceptional interpersonal skills, including the ability to build relationships with individuals and groups from diverse backgrounds and perspectives
• Discretion, confidentiality, diplomacy and good judgment are imperative
• Willingness to learn and grow within the role
• Excellent time management, self-motivation, initiative, and the ability to work as a team member and maintain high levels of professionalism
• Ability to work some evenings and weekends when needed for events, etc.

**Minimum Qualifications:**
• Bachelor’s degree or equivalent work experience
• Proficient with Google Docs, DocuSign, Microsoft Office (Word, Excel, Powerpoint) including mail merges, etc.
• Experience in event coordination, planning, and management
• Commitment to values of diversity, inclusion, and belonging

Preferred Qualifications:
• 1-3 years of CRM database experience (Raiser’s Edge/NXT preferred)
• Experience with online graphic design, communications, and/or auction software (Canva, Constant Contact, Greater Giving, Adobe Suite, etc.)
• Understanding of general accounting principles
• Non-profit background, within an educational setting
• Knowledge of Progressive Education philosophy and values

To apply, please visit
https://app.builtforteams.com/hanahau-oli-school/jobs/6dd9e5b3?source=AFP