Kāhala Nui Job Description
Donor Relations Coordinator

<table>
<thead>
<tr>
<th>Position:</th>
<th>Donor Relations Coordinator</th>
<th>Department:</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA:</td>
<td>◼ Non-Exempt  ☐ Exempt</td>
<td>Supervisor:</td>
<td>Foundation Director</td>
</tr>
<tr>
<td>Supervises:</td>
<td>None</td>
<td>Approved by / Date:</td>
<td>07/10/2023</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>$45,000 to $52,000</td>
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Please apply here: [https://www.kahalanui.com/careers/](https://www.kahalanui.com/careers/)

**POSITION SUMMARY**
The Donor Relations Coordinator (“Coordinator”) is responsible for providing administrative and project support for the Kahala Nui Senior Living Foundation (“Foundation”). Join this nascent but nimble team of two, reporting to the Foundation Director, to deepen connections and engagement between donors, Associates, and our community partners. The Foundation supports Kahala Nui’s mission of serving the unmet needs of seniors by building relationships, fostering community, and raising monetary support within Kahala Nui and externally with our greater Hawaii community. Liaise with colleagues from across different departments to hold inspirational and appreciation events, produce impact reports and communication collateral, and to maintain the day-to-day functions of a fund development department. We are looking for an individual who is dedicated, has attention to detail, the ability to think outside the box and be creative!

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

**Donor Relations and Administrative Support**
- Responsible for the smooth functioning of the Foundation office to include serving as a welcoming first point of contact for all who call or visit, including donors, residents and Kahala Nui colleagues.
- Manage the entering, maintaining, and retrieving of donor and development data into and from development database.
- Prepare development correspondence, acknowledgments, proposals and other written materials.
- Assist with key projects including research, donor bios or interviews, Annual Report process and distribution, Endowment Report narratives and distribution, donor cards, donor surveys, and other mailings or correspondence.
- Organize and set up meetings, schedule and coordinate dates and times, venues, attendance, agenda, and facilities, takes minutes when necessary and provide administrative support and follow-up on matters arising from internal, external, donor and Board meetings.
- Prepare materials for presentations and briefings on prospects and donors.
- Liaise and collaborate with all Kahala Nui teams regarding development efforts.

**Stewardship and Community Outreach Special Events**
- Coordinate Foundation related special events, including donor appreciation dinners and community outreach engagements.
- Schedule and liaise dates and times, venues, vendors, food and beverage. Extract and analyze data to generate guest list; assist in design and preparation of invitation; coordinate RSVPs. Prepare event briefings. Provide support at events, as necessary. Provide administrative support and follow-up on matters arising from the events.
Donor Relations Coordinator

Related Operational Functions

- Other responsibilities as assigned by the Foundation Director in support of the Kahala Nui Senior Living Foundation and Kahala Nui Senior Living, Inc.’s mission of serving the unmet needs of seniors in Hawaii.

WORK HOURS

- Full-time, minimum 32 hours between Monday – Friday, 8:00am – 5:00pm with some flexibility upon discussion.
- May require occasional overtime and may be required to work outside normal hours, including evenings, holidays and weekends depending on business needs.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Bachelor’s degree required.
- Minimum of 3 years of progressively responsible experience in an administrative capacity in a corporate or non-profit organization.
- Proficient in Microsoft Office and database and records management.
- Proof of annual tuberculosis clearance in accordance with state regulations.
- Must be available to occasionally work evenings, weekends and holidays.

Knowledge, Skills and Abilities:

- Broad-based knowledge and skills related to advancement and fundraising, a plus.
- Highly organized, able to multi-task and work independently without need for day-to-day supervision of the responsibilities of the position.
- Ability to respond to high pressure situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Strong written and verbal communications skills.
- Sensitivity to confidential information.
- Ability to solve problems under minimal supervision.
- Ability to work collaboratively with co-workers to achieve positive results.
- Must reflect and represent the Foundation’s values which are Passion, Respect, Accountability, Integrity, and Service Excellence.

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate controlled setting.
- Possible exposure to unpleasant odors.
- Possible exposure to chemicals as identified in the SDS Manual.
- Continuous exposure to residents who are ill, confused, irritable and irrational.
PHYSICAL REQUIREMENTS
The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Use hands to finger, handle, or feel</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climb or balance</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Stoop or kneel, crouch, or crawl</td>
<td>x</td>
<td></td>
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<td></td>
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<tr>
<td>Talk or hear</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Taste or smell</td>
<td>x</td>
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Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<table>
<thead>
<tr>
<th>Amount of Time</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Up to 25 pounds</td>
<td>x</td>
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<td></td>
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<tr>
<td>Up to 50 pounds</td>
<td>x</td>
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<tr>
<td>Up to 100 pounds</td>
<td>x</td>
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<tr>
<td>More than 100 pounds</td>
<td>x</td>
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VISION requirements?
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eye are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements
ABOUT KAHALA NUI

Fostering the island tradition of ʻohana where residents and associates live and work as a family, Kāhala Nui is widely viewed as the premier, Person-Centered Life Plan Community. Located in Waialae-Kāhala, Kāhala Nui features private apartment homes for independent living as well as Hiʻolani Care Center for assisted living, skilled nursing and memory support.

We are truly committed to our Residents and strive to provide them with life experiences to enrich their lives. Our approach to service and care focuses on respecting and valuing the uniqueness of the individual. Always mindful of our Residents’ emotional needs and care preferences, we partner with our Residents and their families to provide appropriate services and care consistent with their lifestyle choices.

As a 501(c)(3) charitable organization, Kāhala Nui and the Kahala Senior Living Foundation is owned by Kāhala Senior Living Community, Inc., a not-for-profit corporation led by a voluntary board of directors. Kāhala Nui provides support not only to our residents but also to seniors in the greater community by carrying out our mission to serve the unmet needs of seniors in Hawaiʻi. We do this by supporting our community partner organizations, including Alzheimer’s Association-Aloha Chapter, Catholic Charities Hawaiʻi, Hawaiʻi Meals on Wheels, Kokua Kalihi Valley, Project Dana and Palama Settlement.

The Kāhala Nui Community also continues to explore other opportunities to fulfill our charitable mission and to demonstrate its responsibility to the greater community through the support of seniors and caregivers by way of education and training on topics such as self-care, elder abuse, prevention of senior fraud, fall prevention and advanced care planning.

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.