

THE SALVATION ARMY  
HAWAIIAN & PACIFIC ISLANDS DIVISION

JOB DESCRIPTION  
DEVELOPMENT COORDINATOR

DEPARTMENT: Development  
POSITION TITLE: Development Coordinator  
DIRECT SUPERVISOR: Divisional Executive Director of Development  
FLSA STATUS: Exempt, 40 Hours a Week  
DATE: JUNE 2018

**GENERAL STATEMENT:** The Salvation Army is a branch of the Christian Church, and the ultimate goal of all programs is a spiritual regeneration of all people.

**MISSION STATEMENT:** The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the Gospel of Jesus Christ and meet human needs in His name without discrimination.

**JOB SUMMARY:** Working under the supervision of the Divisional Executive Director of Development and closely with the Echelon Hawaii Advisory Board and Adult Day Health Services Administrator, works to ensure the success of fundraising related special events and effectively manage and cultivate donor relationships. The Development Coordinator should have a love for special events management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external constituents. The candidate must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

**ESSENTIAL FUNCTIONS:**

**Stewardship and Cultivation**

**The highly motivated, resourceful, and successful candidate will be responsible for coordination of the donor stewardship program and managing event logistics. This position will help to steward and grow relationships with low and mid-level donors and play a key role in strategically designing, implementing, and effectively executing key fundraising activities. (25%)**

1) Organize a team effort to develop stewardship plans for donors at various recognition levels within the major gift and planned giving programs. Collaborate with fundraising staff to follow acknowledgement and recognition procedures for gifts that are consistent across audiences. Also identify and develop recognition opportunities.

- 2) Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented and included in the moves management system
- 3) Identify best practices at other organizations for stewardship planning and operation.
- 4) Work with members of the fundraising team to coordinate cultivation events. Manage and execute large meetings and events that advance donor involvement, cultivation and stewardship.
- 5) Serve as staff liaison to Echelon, the next generation of leaders, by coordinating monthly Board meetings, service projects, and special fundraising events.

### **Special Event Fundraising**

**The successful candidate will provide Special Events expertise which include:  
Event Planning, Coordination, and Execution (50%)**

- 1) Plan, coordinate, and execute all revenue driven special events which include, but are not limited to: Partners in Community Service Gala, CEO Sleepout, Red Kettle Kick-Off, Holiday Appreciation Party, William Booth Society function, Live Nativity Donor Cultivation, and Estate and Gift Planning Seminars.
- 2) Serves as special event liaison between Executive Staff, Corps Officers, and Volunteer Committees, including occasional interaction with the Board.
- 3) Coordinate and provide administrative support to volunteer planning committees that bring events to life which includes: securing corporate and individual sponsorships, live and silent auction items, and other donations.
- 4) Maintain event budget and accurate record keeping and ensure superior guest experiences through the utilization of event management software and online registration tools.
- 5) Oversee the timely submission of invoices and required reports to ensure that necessary records, files, and other materials are maintained for efficient conduct of business.
- 6) Coordinate event collateral and marketing/PR activities for events (create, order, distribute print and web materials) in conjunction with the Marketing & Communications Manager and Community Development Manager to ensure effective advertising and promotion of the event.
- 7) Work with Development team to arrange all necessary staffing, donation items to be used for the event, volunteer support, and logistics.
- 8) Propose new ideas to improve the event planning and implementation process.
- 9) Develop and implement successful strategies for increasing revenue and event participation.
- 10) Work with Development team to cultivate and secure new corporate sponsors and develop plans to explore new revenue opportunities.
- 11) Ensure The Salvation Army Special Event Best Practices are upheld:

- Begin planning six months in advance
- Book venues, coordinate supplies and staff, and ensure that necessary parties are informed and prepared regarding responsibilities.
- Ensure that acknowledgements and thank you notes are written post event
- Create written briefs regarding each event
- Maintain event files, in print and electronic copy
- Perform necessary follow-up and reporting, including thank you notes, accounting/reporting of expenses and revenue, post-event critique/debriefing

12) Participate in Development Team meetings and professional development activities.

13) Perform other related duties as requested.

### **Community Outreach**

**The highly motivated, resourceful, and successful candidate will be responsible for coordinating and reporting on community outreach activities for Echelon Hawaii and the Adult Day Health Services (ADHS). (25%)**

- 1) Identifies, plans, coordinates, and implements community outreach activities in the community. Directly supervises community outreach activities and Advisory Board Meetings for Echelon Hawaii.
- 2) Serves as the key staff liaison between Echelon Hawaii and the Development Department.
- 3) Identifies, plans, coordinates, and implements community outreach activities in the community. Directly supervises community outreach activities for the Adult Day Health Services (ADHS).
- 4) Builds and maintains relationships with community based organizations, local leaders and other external entities; educates these external entities about the ADHS and identifies opportunities to promote ADHS services and programs in targeted populations and areas.
- 5) Will help to bring community partnerships and engagement to The Salvation Army
- 6) Works under general supervision.

### **ESSENTIAL QUALIFICATIONS:**

- Bachelor's Degree
- 3-5+ years work related experience
- Proficient in MS Word, Excel, and Outlook 2016.
- Works well with spreadsheets and Excel
- Maintain confidentiality
- Must have strong oral and written English communication skills.
- Must be proactive and able to show initiative

- Must has strong organizational skills and pay close attention to detail with the ability to prioritize and manage multiple projects and meet tight deadlines
- Must provide consistent and reliable follow through
- Must exhibit a positive, professional attitude and enjoy working both independently and in teams
- Ability to work evening and weekends as needed
- Ability to follow instructions and work with limited supervision
- Ability to manage multiple tasks and prioritize
- Self-starter, positive attitude, energetic
- Strong ability to engage community via different channels and platforms

#### **MENTAL DEMANDS:**

- Work under stressful conditions
- Interact with others with courtesy and tact
- Respond to crisis situations in a calm and effective manner
- Complete projects on schedule
- Maintain regular and punctual work attendance

#### **PHYSICAL DEMANDS:**

The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying 25-50 pounds and occasionally more than 50 pounds; traveling by airplane.

#### **COMMUNICATION DEMANDS:**

The position requires talking to co-workers, clients, vendors; requires written communication to and from co-workers, clients, vendor; talking on the telephones; requires responding to written or verbal requests of co-workers, clients, and vendors; requires training/giving verbal and written instructions; requires receiving verbal and written instructions; requires writing/composing written language; requires reading; requires visiting/working at other worksites; requires communication via the latest technologies.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Valid Hawaii Driver's License and
- Travel off-island as necessary

#### **EQUIPMENT NEEDS:**

Use office equipment such as computers, camera, photocopiers, scanners, calculators, etc.

#### **NOTES:**

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable

qualified individuals with disabilities to perform the essential functions of this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

**TO APPLY:** [www.hawaii.salvationarmy.org/hawaii/jobs](http://www.hawaii.salvationarmy.org/hawaii/jobs)