



P.O. Box 551752  
Kapa'au, HI 96755  
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hawaiiwildlifecenter.org

## Development Coordinator Job Description

The mission of the Hawai'i Wildlife Center (HWC), a 501(c)(3) nonprofit organization, is to protect, conserve, and aid in the recovery of Hawai'i's native wildlife through hands-on treatment, research, training, science education and cultural programs. The HWC will provide for the best achievable medical and husbandry care for reported sick, injured and orphaned indigenous and endemic wildlife, including those affected by natural and man-made disasters, returning those successfully treated back to the wild. Our wildlife service area extends more than 1,000 nautical miles, up to and including the Papahānaumokuākea Marine National Monument, which covers roughly 140,000 square miles of islets, reefs and waters, an area larger than all of America's National Parks combined.

### QUALIFICATIONS:

The Development Coordinator is responsible for raising funds for Hawai'i Wildlife Center. Responsibilities include: executing all phases of raising major gifts from high net worth individuals, foundations, and corporations; creating successful private and public events; and supervising/supporting development and communications staff. This is an excellent opportunity to work for a brand new and exciting one of a kind wildlife conservation, response and rehabilitation organization in the Pacific islands region. You will be able to play an important role in the preservation of Hawai'i's native wildlife, its natural richness and cultural heritage.

The Development Coordinator reports directly to the Center Director. Candidate must have a Bachelor's Degree and at least three years of experience in nonprofit fundraising or business marketing. Keen interest in conservation issues is a must. Experience with cultivating high net worth individuals is preferred for this position. Leadership, management skills and a team player mentality are vital in working cooperatively with HWC's small staff. Exceptional verbal and written communication skills, an understanding of Hawai'i and its people, strong computer literacy, attention to detail, good public speaking skills and sense of humor are essential. Candidate must be willing and able to travel Statewide and nationally on occasion.

### SPECIFIC DUTIES INCLUDE BUT NOT LIMITED TO:

- **Identify** prospective *major donors*; develop, oversee and carry out all phases of cultivated giving; maintain strong relationships with current donors.
- **Develop** and manage a highly functional database of existing and potential high-end donors, foundations and corporations.
- **Collaborate** with board of directors to identify and solicit current and prospective high net worth donors.
- **Recruit** potential donors for HWC programs and projects as needed.
- **Research** and write proposals for foundations and corporations; follow up and maintain contacts.
- **Develop** and manage contracts for revenue from users (government and industry), and tourist program operators.
- **Manage** special events such as lectures, receptions, community events, annual fundraising event, board meetings, etc.
- **Attend** environmental conferences/seminars representing HWC and speaking publicly on its behalf.
- **Manage** relations with HWC associates and partners.
- **Initiate, maintain and augment** planned giving program and annual direct mail initiatives.
- **Analyze** financials, identify weaknesses in development strategies and implement solutions.
- **Assist** with the creation, launch and management of an endowment campaign.
- **Support** the Center Director in promoting HWC's work to news media.
- **Coordinate and direct** the activities of the Board of Directors' Development Committee
- **Write** articles for the HWC e-newsletter, print newsletter, blog and other collateral as required.
- **Implement** marketing strategies promoting the HWC brand.

**SALARY:** Commensurate with experience.

Please mail or email cover letter, resume, salary history, three references and writing sample to the address above.