



Development Coordinator

DESCRIPTION

The Development Coordinator is part of team that coordinates and markets fundraising events and campaigns. This person also helps to secure new sponsors, ensure rights and benefits are met for existing sponsors. The Development Coordinator also assists with promoting the mission of Special Olympics Hawai'i and assists with coordinating public relations information and marketing collateral for various Special Olympics Hawai'i events and projects.

SOHI CULTURE

Special Olympics Hawai'i (SOHI) is a fast-paced non-profit providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload, and work is frequently performed under pressure. Employees must demonstrate personal discipline and self-motivation. Each SOHI staff member is expected to demonstrate good interpersonal skills, attention to detail, and flexibility in assignments, tasks, schedules and roles.

QUALIFICATIONS

- At least two years of experience in fundraising, coordinating special events or operations management.
- Administrative and organizational skills and the ability to lead and communicate in a professional setting.
- Ability to work as a team player, to brainstorm and think creatively and strategically.
- Able to set and meet deadlines and handle multiple projects at one time.
- Ability to utilize online marketing and fundraising platforms such as Constant Contact and Classy to assist with digital fundraising campaigns.
- Experience in writing and editing.
- Experience with Canva, Adobe InDesign, and/or Photoshop is preferred.
- Comfortable with public speaking.
- Must be able to work closely with law enforcement officers for SOHI's Law Enforcement Torch Run events.
- Must have experience with Microsoft Office programs.
- Must have a positive attitude and a desire to support the mission of Special Olympics.
- Must have valid Hawai'i driver's license and an automobile.
- Must be able to work occasional nights and weekends and long hours during fundraising events and Special Olympics competitions.



RESPONSIBILITIES – include but are not limited to

- Assist with coordinating fundraising events and campaigns to include event logistics, recruiting fundraisers, tracking fundraising efforts, and managing event day operations.
- Assist with duties required to conduct the Troy Barboza Law Enforcement Torch Run event and other Law Enforcement Torch Run events.
- Serve as the SOHI liaison to special events, which select SOHI as a beneficiary.
- Represent SOHI at community events to promote the mission of SOHI and encourage community support.
- Assist with securing donations for fundraising and other special events and maintaining accurate records of all inventory received.
- Assist with identifying new sponsorship opportunities and cultivating relationships with new and existing sponsors.
- Assist with marketing pieces for other SOHI programs, events, and projects.
- Represent SOHI at community events to promote the mission of SOHI and encourage community support.

SUPERVISION

The Development Coordinator works under the direction of the Director of Development.

Please submit cover letter, resume, three professional references and salary requirement.