



POSITION TITLE: Development and Special Projects Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development and Special Events
TYPE: Full Time, Non-Exempt

Position Summary: The **Development and Special Projects Coordinator** is a dynamic, creative, and organized who is interested in helping a mission-driven nonprofit thrive and grow. This position will play a critical role in supporting the daily operations of the Development Department for the Hawaii Theatre Center. They are responsible for maintaining the organization's donor information database (Patron Manager), and for recording donation transactions using the Donor Database Management or Customer Relationship Management system. This position will work closely with the Development staff to ensure the timely and accurate processing of all donations transactions, preparation of donation acknowledgements and adherence to the organization's data maintenance policies and procedure to promote data integrity. They will be part of ensuring revenue goals are met for various fundraising areas. The Development and Special Projects Coordinator is a full-time position that reports directly to the Director of Development and Special Events.

Responsibilities:

- Responsible for the daily processing and inputting of all donations, sponsorship, grant payments and membership via checks, credit cards, EFT, and stock gifts
- Ensure that all donations and payments are accurately coded within Patron Manager and match the deposit logs that are being submitted
- Ensure all acknowledgement and membership letters are mailed out within (5) five days
- Coordinate and tracks matching gift requests
- Updates and maintains database records within Patron Manager
- Assists in preparation of proposals and developing gift opportunities
- Assists in helping to achieve and surpass annual fundraising goals
- Support the Director of Development and Special Events with various projects
- Maintain office supplies for all Development staff
- Support external, internal, and special events and activities including attending meetings, correspondence and coordination with vendors, staff, volunteers; set-up and cleanup; organizing and maintain files and records of all events and activities.
- Assist the Director of Development and Special Events with the management and growth of the Educational Programming series
- Work closely with the Development Manager, Communications Manager, and Director of Development and Special Events.
- Other duties assigned by Director of Development and Special Events and President and CEO.

Qualifications and Experience:

- Ability to convey a high degree of commitment and passion for mission of HTC
- Excellent communication skills with the ability to communicate information verbally confidently and clearly and in writing that are effective with a diverse range of audiences including board members, volunteers, staff, donors, executives, potential funding partners and all constituencies
- Imaginative, creative, and responsive attitude toward campaign management
- Ability to maintain a high level of confidentiality
- Exceptional understanding of philanthropy as it relates to the non-profit organization and a wide and deep knowledge of fundamental disciplines of resource development
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as problem solving skills.
- Exceptional customer/donor service skills
- Ability to complete tasks with little to no supervision

- Self-motivated, good organizational, and strong interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines

Requirements

- Minimum Associates Degree or Bachelor's degree (preferred)
- Minimum of (1) years of data entry
- Minimum of (1) years of customer service/donor relations experience
- Proficient in Microsoft Office, including Word, Excel, PowerPoint
- Comfortable working in a busy office environment and multi-task
- Detail oriented and solution focused in executing projects/assignments

Desired Skills/Experience:

- Experience with CRM systems including Patron Manager/Salesforce
- (2) years of database management
- (2) years of customer service/donor relations experience
- Experience in database management

Salary: \$15.00 - \$20.00 / hour: Base on experience

How to Apply: Candidates should submit their resume with a cover letter to Director of Development and Special Events, Avery Fukeda via email at averyfukeda@hawaiitheatre.com. Resumes will be reviewed as they are received. The position will be open until it is filled. No phone calls please.

Hawaii Theatre Center is an equal opportunity employer that does not discriminate based on race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, genetic information, or any other protected status.

Disclaimer: The information presented indication the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to his job.

About: Hawaii Theatre has played a significant role in Honolulu's cultural landscape since 1922. The mission of the nonprofit Hawaii Theatre Center, established in 1984 is to provide a broad range of entertainment, cultural and educational experiences; promote redevelopment and revitalization of downtown Honolulu/Chinatown; and enhance the quality of life in Honolulu. The Hawaii Theatre is a 501 (c)3 non-profit organization and is known for being balanced, thoughtful, effective, innovative, and collaborative in the arts community, and has embarked on a strategy of utilizing its real estate holdings in the core of Honolulu to broaden its reach beyond the walls of the Historic Hawaii Theatre.