



**Position:** Campaign & Projects Coordinator

**Job Status:** Union

**About Maui United Way:**

Maui United Way is a 501(c)(3) nonprofit organization that has been serving the Maui County since 1945. Our mission is to advance and nurture the well-being of our Maui, Molokai and Lāna'i community through impactful, equitable, and sustainable initiatives. We have played a vital role in Maui County for 80 years because we know how to connect the right people with the right resources to make the right things happen. We are working to address Maui's most vital needs through the impact areas of Youth Opportunity, Healthy Community, Financial Security and Community Resiliency. Our goal is to bring people, organizations and our community together around a common cause, a common vision, and a common path forward.

**Accountability Objective:**

Responsible for the organization, planning and coordination of all Campaign events and fundraising activities. Maintains agency relationships with the community and provides pertinent information to partners, volunteers and donors associated with fundraising. Provides campaign management and tracking of employee, corporate, foundation and individual giving.

**Nature and Scope:**

- The Campaign & Projects Coordinator reports to the Director of Development.
- The Campaign & Projects Coordinator is directly responsible for nurturing and developing a network of contacts with the community, volunteers, speaker's bureau, marketing personnel, and other team members to focus attention on future and current projects necessary to further MUW's goals and objectives. Works closely with the Director of Development and MUW staff to review and report on the status of campaign related projects.
- Must become familiar with the community and establish contacts with people at all levels within the community including corporate executives, labor representatives, health and human service agency personnel and government representatives.

- Educational requirements include a college degree from an accredited college or university. Verifiable work experience will also be considered.
- Must possess good administrative, personnel and overall communications skills.
- Must be proficient in Word, Excel, Power Point, Outlook and Publisher.
- Must have above average abilities with multiple project management and written and oral communication.
- Minimum of three years of experience including: working with volunteers and coordinating projects. Prefer non-profit experience or any combination of education and experience, which would provide the knowledge, skills and abilities to perform the major duties of this position.
- Must possess a valid driver's license and reliable transportation with adequate insurance.

### **Specific Accountabilities/Essential Functions:**

#### **General Duties -**

1. Plans, coordinates and implements, goals, objectives and fundraising strategies, special fundraising events and functions for all approved projects which include training of community volunteers, providing information when necessary and ensures accounts receive prompt and proper recognition and thanks for support.
2. Creates and maintains accurate records on all campaign/fundraising projects, which includes contacts, records and filing, master calendar of events, and any necessary project budgets.
3. Collaborates in campaign related written communication by MUW, which includes press releases, development of campaign specific collateral information and campaign materials, and other necessary media to support campaign.
4. Ensures that MUW office complex is not left unattended.

#### **Campaign Duties -**

1. Works with President/CEO and Director of Development to oversee and administer MUW's annual fundraising campaign.
2. Research, review, develop and distribute campaign materials for annual campaign.
3. Attend all Campaign related meetings, rallies, presentation, talks, events in person and/or by telephone as necessary to encourage campaign participation.

4. Handles all campaign related correspondence.
5. Works with the Director of Development and CFO to maintain accurate records in CRM system for all campaign contributions.
6. Provides reports/presentations as requested by President/CEO.
7. Supports a positive team environment and provides support for overall agency functions when needed.
8. Responsible for distribution, follow-up, collection, and auditing of all campaign packets in a timely manner.
9. Coordinates all campaign related event.
10. Provides support to all company-driven fundraisers.
11. Attends special events/meeting upon request.
12. Collaborates with President/CEO and other MUW staff and partner agencies to provide campaign presentations to encourage participation.
13. Coordinates with Labor Liaison to maintain campaign and fundraising support to unionized workplaces which includes presentations, account follow-up/support and assists in training of Labor coordinators.

**Pay Range -**

\$27.13/hour – \$30.86/hour

**Application Instructions:**

- By 4 p.m. (HST) on Wednesday, April 2nd, 2025, submit a cover letter and resume through our online portal at [www.mauiunitedway.org/careers](http://www.mauiunitedway.org/careers), or by email to [careers@mauiunitedway.org](mailto:careers@mauiunitedway.org) with the subject line: "Campaign & Projects Coordinator Application."
- The cover letter should address your experience and expertise that would position you to further Maui United Way's work and specific experience that makes you well suited for this role.
- The resume should include at least three (3) professional references with contact information.
- Your signature on the cover letter shall also attest that you did not use Artificial Intelligence (AI) apps or programs to write your cover letter.