

Position Title: Development Coordinator
Department: Development
Reports To: Director of Development
Job Type: Full-Time, Non-exempt, Hourly

Position Summary:

The Development Coordinator is responsible for assisting with the management of donor contributions and engagement for Maui United Way. This role involves handling donation processing, tracking donor interactions, and ensuring that all aspects of donor management are handled efficiently and accurately.

Key Responsibilities:

1. **Donation Processing:**
 - Receive, process, and record donations, including one-time gifts, recurring contributions, and pledges.
 - Verify and reconcile donation details to ensure accuracy and completeness.
 - Generate and send acknowledgment letters and receipts to donors promptly.
2. **Donor Interaction and Stewardship:**
 - Maintain and manage donor records in the database (CRM Lite), ensuring up-to-date and accurate information.
 - Track donor interactions and engagement to foster strong relationships and enhance donor retention.
 - Coordinate with the Director of Communications, Events, and Advocacy to plan and execute donor appreciation events and communications.
3. **Data Management and Reporting:**
 - Create and manage reports on donation activity, including fundraising performance, donor retention, and campaign success.
 - Analyze donation data to identify trends, opportunities, and areas for improvement.
 - Prepare and present regular updates to the development team and other stakeholders.
4. **Compliance and Documentation:**
 - Ensure compliance with legal and regulatory requirements related to donations and donor management.
 - Maintain accurate and secure records of all donor transactions and interactions.
 - Assist in the preparation of financial reports and audits related to donations.
5. **Collaboration and Support:**
 - Work closely with the development team to support fundraising campaigns, donor outreach, and stewardship activities.

- Provide support and training to staff and volunteers on donation management processes and best practices.
 - Assist in the creation and distribution of donor communications and materials.
- 6. Process Improvement:**
- Identify and implement improvements to donation management processes and systems.
 - Stay informed about industry trends and best practices in donor management and fundraising.

Qualifications:

- High school or equivalent degree required.
- Proven experience in donor management or donation processing within a non-profit organization.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with discretion and integrity.

Preferred Qualifications:

- Proficiency with donor management software and databases (CRM Lite).
- Bachelor's degree in business administration, accounting, or a related field preferred.
- Certification in non-profit management or fundraising.
- Experience with data analysis and reporting tools.
- Experience with grant writing or grant management.

Disclaimer:

- This job description is intended to convey the essential functions of this position, and it is not intended to be an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.

Compensation and Benefits:

- **Hourly Wage:** \$26 – \$31 per hour, with the potential for performance bonuses.
- **Benefits:** MUW will pay 100% of the premium for individual coverage through the insurance provider that is insuring MUW employees for a given coverage period. 403(b) match up to 6% (effective after 90 days of employment).

Start Date and Employment Terms:

- **Proposed Start Date:** Immediately
- **Employment Type:** Full Time
- **Location:** Maui United Way Office in Kahului, Maui
- **Initial Review Period:** 90 days

Application Instructions:

Submit a cover letter and resume/CV by email to careers@mauiunitedway.org with subject line: "Development Coordinator Application." The cover letter should address your experience and how that would position you to further Maui United Way's work and how it is suited for our local Maui nonprofit.

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. The resume/CV should include at least three professional references with contact information.

Mahalo for your interest!