



Position Description

Job Title:	Development Assistant
Status:	Full-time, Non-Exempt
Grade:	7
Reports to:	Development Director
Program:	Development
Location:	Honolulu
Purpose:	Responsible for assisting the Development Director with fund development, fundraising, special events, marketing and public relations.

Essential Functions	<ul style="list-style-type: none">• Assists in the implementation of annual campaigns, fundraising campaigns, direct mail, and donor solicitation.• Maintains donor database through donor entries, reports, and mailing generated through the database.• Generates donor thank you letters and other mailings and correspondence.• Assists with volunteer functions: campaigns, events and mailings.• Understands and assist with the grants calendar and proposal deadlines.• Supports and participates in the continuous assessment and improvement of the fund development plan, grant writing processes, public relations and marketing.• Assists with implementing the overall Marketing Plan for the organization in an effort to develop and maintain brand identity for the agency.• Assists with media coverage, events, activities, maintaining media lists and research to cultivate relationships with media.• Manages the media calendar and public speaking engagements.• Assists in writing and editing quarterly newsletter, annual report and website copy.• Assists in writing and editing brochures, displays, and audiovisuals, flyers, programs and communications as needed• Works with the Development Director and staff to assist in all special events.• Assists with the Holiday Party and fundraising events.• Assists with identifying funding sources and sponsors.• Create and maintain featured stories, forms and other sections of the FPH website using WordPress.• Create and manage the social media calendar and implement social media presence on Facebook and Twitter.
----------------------------	---

**Minimum
Qualifications:**

- Bachelor's Degree or equivalent experience
- Strong organizational and analytical skills
- Flexibility, attention to detail with excellent verbal and written communication skills
- Knowledge of MS Office (Word, Excel, Outlook) and the internet and database management.
- A valid driver's license, clean driving abstract and access to an insured, reliable vehicle.
- Successful background checks(s) and medical clearances as required by state regulations for those who work with children.

**Preferred
Qualifications:**

- An interest in child welfare.
- Non-Profit experience.
- Ability to safeguard agency assets, which may include cash and cash equivalents, such as credit accounts.
- Should be emotionally mature, objective, and supportive of people and their problems.
- Able to work independently and as a member of a team, and maintain good working relationships with clients and coworkers.
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Possesses a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
- Ability to use standard office equipment including computer, fax machine, copier, electric typewriter.
- Possesses the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.

**Physical
Requirements and
Working
Conditions:**

- The job duties require the employee to handle the physical demands of the work including lifting/moving files and materials, sitting, standing or driving for a long period of time, travel as necessary, working on computer for a long period of time, bending, stooping, lifting, etc.
- The work is often sedentary.
- Available to work during the hours of 8:30 am and 5pm and an occasional evening or weekend event

- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign the duties and responsibilities of the employee at any time. This position description may be subject to change for reasonable accommodation or other reasons

We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.