



Join our Team:

Are you wanting a sense of greater purpose in your life and gain lasting relationships while growing professionally? Hawaii Island Adult Care, Inc. (HIAC) founded in 1976 is the premier and largest Adult Day Care in the State of Hawaii, with space available to serve 105 participants. We are the sole Adult Day Care facility on Hawaii Island with a current enrollment of 70 participants and the daily average attendance of 44. A growing non-profit with currently 25 employees who serve in all departments. Employees of HIAC enjoy an excellent benefit package including medical, generous paid time off, leadership training, tuition assistance to further their career.

EVERYDAY-Celebrate Life is our motto and vision for how we as an organization function and operate. HIAC takes pride in being a workplace that enable its employees to do meaningful work and empowers each member of its staff to reach their highest potential. If you are looking to be part of a dynamic team that is working to push forward a compelling mission, HIAC invites you to consider joining our growing organization by applying for the available position:

Position Title: Development Coordinator – Part-to-Full-time

About Hawaii Island Adult Care, INC:

Hawaii Island Adult Care Inc (HIAC) is the leading and only non-residential adult day care on Hawaii Island. It has been our mission to care for kupuna and caregivers since 1976 and we invite you to be a part of fun, hardworking and dynamic team. Six days a week and on most holidays, HIAC provides a beautiful and safe environment for adults who need some level of daytime supervision – a day time home away from home. This second home is an adult day care for those wanting days filled with friendship, conversation, laughter, inquiry and new experiences, as well as assistance with daily living tasks like going to the bathroom, eating, bathing, grooming etc. Our program is designed to build up confidence and ability in order to maintain an independent lifestyle. Many who attend come to us with Alzheimer's disease or another forms of dementia.

HIAC provides meals, meaningful activities and general supervision based on a social (vs. medical or institutional) model of care. For participants who would otherwise stay at home alone, social stimulation and recreational activities can improve or maintain physical, emotional and cognitive function. HIAC provides transportation, personal care services, as well as caregiver support. We hold a monthly support



group and respite day for caregivers. Respite care enables caregivers to work or have a break from caregiving responsibilities. Respite Day allows caregivers time away from caregiving to get engaged in an art, food, movement or other activity.

Employees of HIAC enjoy an excellent benefit package including medical, generous paid time off, leadership training, tuition assistance to further their career.

Job Description:

Overview:

The Development Coordinator is responsible for overseeing, performing, delegating and evaluating all aspects of development including but not limited to business development, fund development, donor development and fundraising.

The Development Coordinator works with the Executive Director and Business Manager, and other key personnel and with guidance from the BOD works to develop development and fundraising strategy and events to ensure HIAC can fulfill its mission. The development coordinator is a key member of the admin team.

This is an exempt, at-will position, and the above summary reflects the general concept and intent of the position and should not be construed as a detailed statement of all work requirements which may be inherent in the position. Other duties may be assigned.

Responsibilities and Duties:

Development Areas

- Fundraising events & mailings
- Caregiver Connection Program administration
 - Create Monthly newsletter
 - Monthly events
 - Caregiver support group
 - Caregiver Respite Day
 - Quarterly events
 - Caregiver resource fair
 - Family Caregiver Counseling
 - Caregiver Training
- Community Outreach: Rotary, Chamber of Commerce, Japanese Chamber of Commerce, Booths & Fairs, Networking groups, Education
- Recordkeeping/CRM – Donor Management



- Grants-research, review, development with ED
- Assist with arranging meetings with Delegations
- Marketing and PR: Press Release, Social Media, Website
- Create annual calendar & brochures
- Donor Relations & Engagement: (Boomerang Software)
 - Enter donations
 - Create letters for ED to sign and mail
 - Check for daily letters to go out. Keep electronic copies of signed letters
 - Create Campaigns and email blasts for fundraisers, respites or any other announcements for tracking
 - Create email blasts for all announcements
 - Track log for all fundraisers on excel

Requirements and Qualifications:

To perform this job successfully, an individual must be able to carry out each essential duty/responsibility satisfactorily.

- Part-time position at an adult day care center (20-32 hours per week) Monday-Friday, which may include evenings and week-ends (events); will grow to full-time.
- Works in tandem with Executive Director and Business Manager to achieve development goals.
- Evaluate current donor base for increased gifts at lower levels to upgrade donors to new gift levels.
- Cultivate relationship with community members and stakeholders through community partnerships and membership at Japanese Chamber of Commerce, Hawaii Island Chamber of Commerce, Rotary Clubs, and more.
- Responsible for CRM and donor development and maintaining donor management software (Bloomerang).
- Creating a pipeline of prospects for future large gifts
- Research and start planned giving program.
- Identify, cultivate, solicit and manage annual giving (mail appeal), and special events
- Develop potential to hold additional fundraisers
- Cultivate and expand current Caregiver Connection Program; plan, staff and promote events including but not limited to Caregiver Respite Days, Caregiver Support Group, caregiver after hours activities; Creates the caregiver connection monthly newsletter and caregiver e-blasts.



- Leadership and managerial skills.
- Excellent interpersonal skills and commitment to collaborative teamwork.
- Strong verbal and written communication skills with ability to interact effectively and professionally with all levels of staff and leadership, general public, caregivers and participants; ability to build relationships with participants and caregivers and care staff.
- Strong detail orientation and demonstrated organizational skills.
- Ability to work independently and as a team player.
- Ability to work with confidential information.
- Working knowledge of Microsoft Office and ability to learn other programs with training.
- Demonstrated flexibility in response to change in tasks, focus, projects, deadlines, etc.
- Proficient in knowledge of standard office software applications such as excel, word, etc.
- Ability to work simultaneously with diverse ethnic groups.
- Performs other related duties as assigned by Executive Director, Business Manager or Office Manager.

Benefits and pay range:

- Daily breakfast and lunch provided
- Closed Sundays
- Medical Insurance
- Temporary Disability Insurance
- Workers Compensation
- Life Insurance
- Tuition Assistance
- Paid holidays
- Paid vacation
- Birthday Holiday
- Sick Leave
- Bereavement Leave
- Maternity Leave
- Military Leave
- Jury/Witness duty
- Pay based on experience



Physical Requirements:

- Maintaining physical condition is necessary for light lifting and carrying up to 25lbs to be done as needed.
- Must be able to operate general office equipment and work at a desk as well as physically able to stand and move for up to 8+ hours a day.
- Physically able to assist participants in wheelchairs and walkers; able to assist unstable participants at all times particularly during fire drills and other safety and emergency incidents.
- Must be able to move tables and chairs as needed.
- Must be able to perform the duties of this position, with or without reasonable accommodation, in accordance with the law.

Expected hours of work:

This is a full-time salary position.

Additional Information:

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability, or protected veteran status.

Application Instructions:

Interested applicants should submit a cover letter and resume for consideration. Review of applications will begin immediately.

Employee: _____ Executive Director: _____

Signature: _____ Signature: _____

Date: _____ Date: _____