Community Engagement Director
POSITION DESCRIPTION

Kupu
Established in 2007 as a 501(c)3 non-profit, Kupu empowers future generations to create a more sustainable, pono Hawai‘i. Kupu accomplishes this by partnering with conservation and sustainability focused agencies throughout the state and pacific in providing hands-on service opportunities which educate and mentor young adults and emerging professionals to become stewards of our communities and environment. Since 2007, Kupu has risen to meet the increasing demands of the green job sector by engaging over 3,000 youth in the areas of conservation, sustainability and environmental education. Kupu affirms the Hawaiian notion of “ma ka hana ka ‘ike” or “in working one learns.” This approach has led to the creation of hundreds of service-learning opportunities which assists in the development of Hawai‘i’s emerging professionals in the green job sector while supporting over 150 conservation and sustainability organizations across Hawai‘i and the Pacific region.

Mission
“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with Ke Akua, self, and others.”

Program/Department Goals
To support Kupu through fundraising, partnership development, and community engagement

Position Overview
The Community Engagement Director will primarily oversee fundraising efforts and also support marketing and community outreach efforts for Kupu. Expectations of the Director include but are not limited to spearheading development of strategic fundraising and marketing plans, supporting community engagement and marketing activities, executing organizational fundraising activities and events, and leading staff in departmental initiatives. The Community Engagement Director will oversee and manage staff and be expected to support efforts in corporate, individual, and other giving areas.

Type: Full-Time Position
Location: Honolulu
Reports to: Chief Executive Officer

Position Duties
Primary duties for the Community Engagement Director includes, but are not limited to, the following:

Fundraising Management
• Create and maintain a fund development plan in partnership with Kupu’s CEO and leadership team

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability
- Identify, develop and successfully solicit corporate, community, and individual prospects for the organization’s fundraising priorities
- Develop and maintain policies and procedures for the development department in partnership with Kupu’s Executive team which reflect ethical fundraising practices and Kupu’s core values
- Oversee the planning and execution of special fundraising and community engagement events
- Ensure Kupu follows best practices and meets national standards with its development program, including maintaining privacy and confidentiality of donor information
- Donor Relations: Steward and maintain key relationships and provide necessary materials and follow through with donors and prospective donors
- Solicit new major donors and major gifts
- Serve as a liaison and provide support to Board Development Committee
- Support CEO, leadership team, and board in fundraising efforts. Proactively assess and effectively develop resources and relationships necessary for team to succeed in fundraising
- Budget development and management

Marketing & Communications
- Oversee Kupu’s marketing, communications, and strategic outreach initiatives
- Develop tools and systems to manage donor and alumni relations
- Develop initiatives to engage and educate the public on Kupu opportunities and initiatives
- Oversee marketing and public relations sub-contractors
- Oversee collateral and other outreach material development
- Oversee fundraising and outreach database

Stakeholder Relations
- Act as a positive ambassador for Kupu
- Anticipate, understand, and respond to the needs of donors in alignment with Kupu’s mission and values
- Manage related contractors and/or consultants

Other duties as needed

Position Requirements
Candidates must meet the requirements below in order to be considered for the position:
- Available full-time Monday through Friday, as well as possible weekends and evenings
- Must be available for periodic travel
- Bachelor’s degree or higher in a related field
- At least 5 years of development and fundraising experience - or relatable experience in sales, marketing or public relations.
- At least 3 years experience in management and leadership capacities: Capable of positively influencing others to achieve results that are in the best interest of the organization.
- Demonstrated experience and capability in establishing and maintaining positive working relationships with internal and external stakeholders in a fundraising capacity
- Positive Attitude and team player who thrives in and adds to a positive team environment

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability*
• Self-Starter and able to work independently
• Proven track record of success in fund raising and leading a team to meet goals
• Budget management experience
• Organization and Independent Drive: Able to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
• Planning: Able to develop and execute strategies and evaluate for further improvement

Preferred Qualifications
It is preferred that the applicant has the following:
• Experience working with fundraising software such as Salesforce or other CRM

Apply: Interested applicants can apply at https://www.hrsymphony.com/hrs/apply/1607/B3R8

*This description is not intended to be a complete list of all duties and responsibilities required for this position

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability