Community Engagement Manager
POSITION DESCRIPTION

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 Manager will work under the Community Engagement Director to support Kupu in fundraising, marketing, and community outreach efforts and initiatives. Expectations for the manager include but are not limited to supporting in the development and execution of strategic fundraising and marketing plans, logistical execution of community engagement activities and initiatives, and other duties as needed.

Type: Full-Time
Location: Honolulu, Hawaii
Reports to: Community Engagement Director

Position Duties
Primary duties for the Community Engagement Manager position includes, but is not limited to, the following:

- Oversee and plan outreach events for Kupu
- Manage outreach contractors (i.e. public relations and design related contracts) to support the organization and programs with outreach and recruitment needs and materials
- Support CEO, Community Engagement Director, and executive team in leading company wide trainings and events

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability*
- Support Community Engagement Director and leadership team with the development of communications content (e.g. powerpoints slides, talking points for presentations, staffing of events, etc.
- Administrative and other support as needed for outreach activities
- Support as needed for fundraising and outreach initiatives
- Oversee social media for Kupu
- Support Community Engagement Director with management of donor and alumni relations
- Coordinate staff and volunteer support of Kupu outreach and fundraising events
- Ensure that progress reports, financial reports, and final reports requested by donors are completed in a timely manner
- Manage related Salesforce and other data collection/management for Kupu
- Oversee monetary transactions for development purposes
- Inventory and manage all outreach related materials (swag, shirts, gear, etc)
- Other duties as assigned

Position Requirements
Candidates must meet the requirements below in order to be considered for the position:
- Minimum of a Bachelor’s degree in related field
- Strong outreach and communication skills
- Experience and familiarity with fundraising initiatives
- Experience with Salesforce or other related database management software
- Experience with budget and fiscal management
- Loves to engage with people and highly relational
- Team player who thrives in and adds to a positive team environment
- Strong organization and administrative skills
- Experience in planning, organizing, and leading successful events
- Proven track record of completing benchmarks/tasks in a timely manner
- Self-starter and pro-active mindset

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/1611/J557

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

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