



Job Title: Fund Development Manager

Reports to: HomeAid Hawaii Chief Executive Officer

Education: Bachelor's degree in any of the following fields: Architecture, Real Estate, Development, Finance, Planning, or Construction Management.

Experience: Senior-Level Employee

Salary: \$80,000

Position: Exempt, full-time

Schedule: Full-time, occasional evenings & weekends may be required

Location: State of Hawaii, with offices on Oahu and Maui

About HomeAid Hawaii:

We are a growing nonprofit developer and operator focused exclusively on building housing solutions for homeless, and people experiencing housing instability. Our value engineering through deeply discounted supplies and materials, and pro bono labor makes us a leader in developing deeply affordable housing solutions for the lowest AMI levels.

Currently, we are the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our approach to development is rooted in balancing construction with community relations through outreach and community engagement. Our approach to operations is to bring balance between both traditional property management coupled with health and human services.

Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

Our vision is that every resident has a safe and dignified home to grow and thrive in Hawaii.

HomeAid Hawaii is approaching the 10th anniversary of our launch as the 19th local affiliate of HomeAid America. While we are an established non-profit organization, we are still small and run very much like a start-up organization. We collaborate, innovate, and embrace rapid growth. We like to say we are "building the plane as we fly it."

Job Description:

The Fund Development Manager will play a pivotal role in advancing HomeAid Hawaii's mission by expanding its fundraising initiatives. This individual will develop and implement comprehensive strategies to engage new constituents and increase revenue through major gifts, grants, corporate partnerships, events, and individual giving programs. Working closely with the Executive Director and Board of Directors, the Fund Development Manager will cultivate strong relationships with stakeholders, ensuring sustainable growth and community impact.



Duties & Responsibilities:

1. Strategic Fundraising Leadership

- Develop and execute a robust annual fundraising plan in alignment with HomeAid Hawai'i's goals.
- Drive organizational growth through a diversified fundraising portfolio, including major gifts, grants, corporate giving, events, and planned giving.

2. Donor Cultivation and Stewardship

- Build and nurture relationships with individual, corporate, and foundation donors, fostering long-term engagement.
- Oversee all aspects of donor recognition and stewardship to enhance donor satisfaction and retention.

3. Grant Writing and Management

- Identify, research, and apply for relevant grants from private foundations, government agencies, and corporate funders.
- Prepare compelling grant proposals and reports that effectively communicate HomeAid Hawai'i's mission and impact.
- Manage and track grant applications, awards, and deliverables to ensure compliance and successful project outcomes.

4. Event Management and Planning

- Lead the planning, promotion, and execution of fundraising events that inspire and engage the community.
- Work with the team to ensure events are on-brand, impactful, and achieve fundraising goals.
- Oversee logistics, budgeting, and coordination with vendors, sponsors, and volunteers.

5. Corporate and Community Partnerships

- Cultivate partnerships with corporations, professional associations, and community organizations.
- Develop corporate sponsorship opportunities that align with HomeAid Hawai'i's programs and events.
- Represent HomeAid Hawai'i at community events and networking opportunities to build visibility and partnerships.

6. Marketing and Communications

- Collaborate with the marketing team to develop engaging fundraising materials, appeals, and campaigns.
- Contribute to the organization's communications strategy, ensuring messaging aligns with donor interests and priorities.



7. Data Management and Analysis

- Oversee donor database management, ensuring accurate and timely record-keeping of donor interactions and contributions.
- Monitor and analyze fundraising performance data to inform strategy adjustments and enhance outcomes.
- Prepare regular fundraising reports for the Executive Director, Board of Directors, and other stakeholders.

Qualifications:

- Bachelor's degree in Business, Marketing, Communications or a related field; advanced degree preferred.
- Minimum of 5 years of experience in fundraising, philanthropy, or a related role, with demonstrated success in raising funds for nonprofit organizations.
- Proven track record of securing major gifts, managing donor relationships, and meeting fundraising goals.
- Experience in volunteer recruitment, in-kind donation management, and partnership development with construction-related partners is highly preferred.
- Exceptional written and verbal communication skills, with the ability to craft compelling narratives and presentations.
- Experience with donor database systems. Salesforce experience a plus.
- Knowledge of the philanthropic landscape in Hawai'i is highly desirable.
- Strong organizational and project management skills with attention to detail.
- Ability to work both independently and collaboratively in a team environment.
- Commitment to HomeAid Hawai'i's mission and values, and a passion for addressing homelessness and housing insecurity.



Physical Requirements:

- Ability to sit at a desk and use a computer for extended periods.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.
- Ability to operate general office equipment such as computers, printers, photocopiers, scanners, phone systems, postage meters, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Ability to communicate verbally and in writing.
- Hearing and speaking abilities for in-person, phone, and video conversations.
- Must be willing to travel throughout the State of Hawaii frequently.

Benefits:

- 100% Employer paid Medical, Dental, and Vision.
- Thirteen (13) paid annual State of Hawaii holidays.
- Sixteen (16) paid days per twelve (12) months upon hire for vacation and sick leave.
- 401k Retirement Plan with discretionary employer match of up to 4% following probationary period.
- Flex healthcare spending plan.
- Mileage reimbursement per company and IRS guidelines for eligible mileage (work commute ineligible).
- Company cell phone.
- Student loan forgiveness support.
- Hybrid work, with respect to the needs of the Executive Director and team.
- Hybrid home ergonomics and cyber security response support as needed.
- Company paid professional development & annual certification renewals.

Please send a cover letter and resume to hr@homeaidhawaii.org for consideration.