



We are a team of inspired individuals who make a difference in people's lives. Our mission is to provide a home-away-from home for seriously ill children and their families, and to develop other programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific.

We are looking to reinforce our team with people who care, are decisive, and prepared to do a lot of good. If you are talented, energetic and excited to share in our commitment of building a greater future, we have a career opportunity for you.

### **Job Summary**

Under the direction of the Director of Development, the Development Assistant is responsible for assisting with administrative aspects of development and public relations activities for Ronald McDonald House Charities of Hawaii's Development Department. This position is subject to the general policies established by the Board of Directors.

### **Essential Duties – Donor Relations:**

- Processes donations and prepares acknowledgement letters and other correspondence.
- Updates and corrects database records.
- Coordinates and follows-up on donor fulfillment.
- Other donor phone and written correspondence as needed/required.
- Assists with coordination of direct mail efforts.
- Assists with on-line fundraising efforts.

### **Essential Duties – Special Events/PR Projects:**

- Assists with coordination of fundraising events: meeting/negotiating with vendors, preparing solicitation lists, correspondence and follow-up phone calls.
- Assists with soliciting and processing donations of goods and services for special events with follow-up as required/needed.
- Maintains guest lists, gathers and prepares registration materials and other duties as assigned for fund-raising events.
- Assembles, prints, packages, mails/emails special events and public relations materials for distribution. This includes invitations, programs, newsletters, premium offers, etc.

### **Requirements**

- Associates or bachelor's degree, equivalent course work/training in marketing, business, communications or related field.
- Minimum three (3) years experience in an administrative position, preferably in a not-for-profit development office.
- Proficiency in Microsoft Word and Excel. PowerPoint, Outlook, Database management and Internet Explorer experience is a plus.
- Ability to compose standard office correspondence. Must be able to operate standard office equipment (computer, printers, calculator, copier/scanner, fax, telephone).
- Strong verbal and written communication skills.
- Ability to organize and prioritize work. Ability to work independently.

- Positive attitude, with sensitivity to the needs of the guest families.
- Ability to lift up to 25 pounds.
- Valid driver's license and clean driver's abstract for the operation of House vehicles to transport House guests, run errands, deliver/pick up House supplies, materials, donations, etc.
- Commitment to the mission and goals of the organization

Hours: Mon-Fri 8:00 AM-5:00 PM, in addition to evenings and weekends as required.

Benefits: 100% PPO Medical; Retirement Plan; Paid Sick, Vacation and Holidays; Professional Training