JOB DESCRIPTION

Position Title: Director of HR and Fund Development
Program: Administration
Responsible to: Executive Director
Classification: Full-Time, Exempt

General Qualifications: In alignment with our mission; “the YWCA of Kaua‘i is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all,” the ideal candidate will be able to contribute to a work environment that values diversity, creativity and mutual respect, as well as:

1. Values differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socioeconomic circumstance and demonstrated ability to work effectively and collaboratively with a diverse staff as well as coalitions, community groups and volunteers.
2. Maintain effective working relationships and be a team player.
3. Assume individual responsibility and work collaboratively.
4. Utilize good organizational and multi-tasking skills and be able to handle multiple priority tasks using independent judgment.
5. Perform all duties in compliance with the laws and regulation of the State of Hawai‘i and the United States government.

Specific Qualifications:

1. Preferred two years of experience in supervision of staff and office administration.
2. Substantial experience organizing fundraising events.
3. Experience with graphic design and social media management preferred.
4. Excellent organizational skills and ability to prioritize tasks as assigned.
5. Excellent communications skills; verbal and written. Experience with public speaking preferred.
6. Knowledge of and/or experience in HR.

Education & Technical Skills:

1. Minimum AA Degree, BA degree preferred, in Communications, Business Administration or related field.
2. Advanced skills working on Windows-based PC.
**Function:**

To provide administrative, HR, and fund development support to the organization’s programs, services, and governing Board, in conformance with the YWCA’s principles, policies and objectives.

**Responsibilities:**

1. In conjunction with the Executive Director, implement a comprehensive fundraising plan in accordance with the YWCA’s long- and short-term goals to strengthen financial base and support for the agency and programs.
2. Provide leadership and support in the fundraising activities of the organization, including special events, direct mail solicitations, email and social media campaigns.
3. Provides leadership and support to the fundraising activities of the Board of Directors. This includes providing staff assistance as needed.
4. Maintain working knowledge of current fundraising and public relations programs, practices and procedures being used in the non-profit sector.
5. Maintain appropriate record keeping for tracking and acknowledging donor gifts, mailing lists, cultivation of prospects, and other records.
6. Participates as a member of the Leadership team for the YWCA in the development and implementation of organization-wide policies and programs that will contribute to its overall success.
7. Coordinate in-kind donations to meet current program needs.
8. Writes grants as identified to assist the agency in procuring unrestricted funds, equipment, repair and maintenance funding as needed.
9. Assist with agency communications and PR materials as needed.
10. Establishes and maintains professional and confidential standards of personnel administration.
11. Complete duties related to Human Resources such as recruitment, background checks, new hire orientations, file management and compliance and employee relations.
12. Oversees administrative personnel files to keep in compliance as required by state and federal laws.
13. Supervision of administrative support staff.
14. Make presentations to businesses, community organizations and service clubs on behalf of the YWCA; and to develop networking with businesses and organizations. May delegate or work cooperatively with other staff and volunteers.
15. Perform other duties as assigned.

**Additional Requirements:**

1. Valid driver’s license, vehicle and proof of insurance.
2. Current First Aid and CPR certification.
3. Willing and able to travel on and off-island for meetings, trainings and events.
4. Willing and able to work a flexible schedule to include after business hours and/or weekends as required.