

## Job Description

**Job Title:** Communications and Development Coordinator  
**Reports to:** Director of Advancement  
**Type of Position:** Full-time, non-exempt

### Job Summary: Communications and Development Coordinator

HCAN is an independent, nonpartisan children's policy and advocacy non-profit organization. Our mission is to build a united voice educating and advocating for Hawai'i's children. HCAN, along with its sister organization, HCAN Speaks!, engages, educates, empowers, and mobilizes families, community leaders, and policymakers to improve the health, education, safety, and economic security of Hawai'i's children. We provide information on child well-being, stimulate dialogue on children's issues, and promote accountability and action.

The Communications and Development Coordinator plays a key role in HCAN's community outreach, supporter engagement, and fundraising strategies. This fast-paced, dynamic role will inform the public, advance organizational priorities, and inspire action through a combination of daily updates and collaborative, long-term projects and campaigns. The Coordinator will maintain the HCAN's communications platforms, plan events, and support the organization's fundraising goals.

### I. Essential Job Functions

- A. Communications (40%)
  - a. Compile, write, and publish content for HCAN's social media profiles, email newsletters, website, blog, and other platforms.
  - b. Engage with supporters and partner organizations on social media.
- B. Event planning and coordination (25%)
  - a. Research and coordinate with venues, speakers, sponsors, donors, vendors, and other key stakeholders.
  - b. Assist with event logistics, set-up/tear-down, and on-site coordination.
  - c. Recruit, train, and manage event volunteers as needed.
- C. Fundraising (20%)
  - a. Process donations, acknowledgments, and other donor cultivation activities.
  - b. Research prospective donors, sponsors, and funders.
  - c. Assist with writing and reporting on grants as needed.
- D. Strategy and operations (15%)

- a. Collaborate with the Director of Advancement on developing creative, effective communications and fundraising strategies, and track progress toward strategic goals.
- b. Research and coordinate with vendors.
- c. Enter data into, update, and generate reports from HCAN's databases.
- d. Compile data from surveys and focus groups, distribute incentives to respondents, and write internal reports.
- e. Attend and take minutes at board meetings.

## **II. Qualifications & Experience Required**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong written and verbal communications skills. Attuned to audience, accuracy, messaging, and tone. Open to constructive feedback and able to quickly incorporate guidance.
- Well-organized, judicious, attentive to detail, and able to manage multiple tasks and projects at the same time.
- Able to work collaboratively to develop plans and work independently to create high-quality results.
- Familiar with the communications and fundraising technology that HCAN uses (including NationBuilder, Hootsuite, Asana, Slack, and the major social media platforms), or willingness to learn.
- Proficient in Microsoft Office and/or Google Suite applications.
- Passion for the mission, vision, and values of Hawai'i Children's Action Network, along with a strong commitment to antiracism, equity, and social justice.

## **III. Qualifications & Experience Preferred**

Listed below are qualifications that a strong candidate would demonstrate but are not prerequisites to successfully perform this job.

- Experience with fundraising and event planning.
- Experience working with policy- or advocacy-focused organizations.
- Knowledgeable and enthusiastic about communications trends, fundraising best practices, and current events.
- Familiarity with basic web design/development (HTML and CSS).

## **IV. Working Conditions**

- Generally good working conditions with little or no exposure to extremes of heat.

- Equipment use: Computer, general office equipment.
- Work hours: Generally from 8:30 am to 4:30 pm, Monday through Friday, occasional evenings and weekends.

#### **V. Physical Demands**

- Generally sedentary work.
- Occasional days in excess of eight hours.

#### **VI. Mental Demands**

- Consistent demand for working cooperatively.
- Sometimes stressful as deadlines need to be met.
- Some interruptions and changes of pace requiring flexibility.
- Consistent demand for multiple task management.
- Consistent demand for sound judgement.

#### **VII. Communication Demands**

- Consistent demand for clear, effective written and verbal communication with staff, supervisor, the Board of Directors, and potential external partners.
- Consistent demand for interpersonal skills with the ability to interact with internal and external contacts with diplomacy, tact, and discretion.
- Consistent demand to communicate effectively with people of diverse social, economic, and racial backgrounds.