



POSITION TITLE: Director of Grants and Giving

About Hawaii Literacy

Hawaii Literacy is a local nonprofit that helps children and families develop strong reading and writing skills that are the key to success in school, getting jobs, and building stronger communities. Our programs on Oahu, Kauai and in Kona are free for clients. We serve over 3,000 keiki and adults each year and are growing.

Our programs work in communities where the need for literacy help is greatest, and we believe that 1-to-1 support for literacy learners is key. With dedicated program staff and over 300 trained volunteers, we seek to reach and help as many struggling readers- both adults and children- as possible and to build awareness and partnerships with the goal of building a state-wide effort to ensure every adult and child in Hawaii has the chance to learn to read and write.

Director of Grants and Giving

We are seeking an experienced and enthusiastic person who would like to work with a close staff team dedicated to increasing literacy and opportunity for all in Hawaii. Please note this is a staff position with a range of development, program capacity, public and donor relations duties, as well as grant writing and reporting duties. We are not seeking a contract grant writer.

The key responsibility for this role will be to significantly enhance the development and capacity building ability of the agency, with a lead role in grant writing and reporting duties, and commitments to help our agency reach specific funding and resource goals to meet identified literacy program and community needs in 2018 and beyond.

Lead new and ongoing grant and contract proposal writing and related reporting activities (60%)

- ❖ Take lead responsibility for writing and completing an assigned portfolio of grant proposals that meet agency and program needs and assist in drafting, planning and editing all grants and contracts as needed
- ❖ Be responsible for overseeing and completing grant reports and collecting needed program and outcome information from program managers
- ❖ Work with executive director to increase annual grant funding and reach set agency benchmarks each year.
- ❖ Maintain grants calendar and alert executive director and staff of upcoming report needs
- ❖ Oversee 1 or 2 part-time development- focused college interns per semester, providing guidance and directing their efforts to increase our grants and funding capacity

Maintain and grow new and existing donor interaction (15%)

- ❖ Organize and lead processes for all thank you's and personal donor follow up, including social media and creating public acknowledgements as needed
- ❖ Assist in increasing outreach and awareness of mission to increase external support and beneficiary selection

Information Management (10%)

- ❖ Assist in building and maintaining a more comprehensive donor tracking system

- ❖ Ensure all donors are thanked in a timely manner
- ❖ Maintain metrics and create reports on trends in funding sources and requests

Event and Fundraising Activities (15%)

- ❖ Assist with planning and sponsorships for fundraising events, particularly annual event
- ❖ Provide support to the Fund Development committee and work with board, volunteers, and staff to build on efforts to increase volunteer-led fundraising activities and to take advantage of smaller fundraising events and opportunities as they arise

Work Hours

We are seeking someone that is available to work either a 30 hour or full-time 40 hour per week schedule during week days and some Saturdays. Hours are flexible, though a consistent weekly schedule is preferred. Attendance at staff meetings and some special events is also required.

Qualifications

Minimum Qualifications:

- ❖ very strong professional writing, verbal communication, and computer skills absolutely required! This includes strong ability to create materials, use online resources, and share data and information both in writing and in compelling visual ways
- ❖ strong database and information management skills
- ❖ ability to interact professionally and effectively with donors and funders, maintain a consistent message and relate to their priorities
- ❖ grant writing, non-profit fund development and/or journalism or marketing experience highly desired. May be asked to provide past writing samples
- ❖ desire to be a full-time (30-40 hrs/week) employee of Hawaii Literacy and a key part of our leadership team. We are not seeking a contract grant writer or development consultant
- ❖ must be able to pass criminal background check and provide 2 professional references

The type of person we are seeking will:

- ❖ be able to work in a close team and communicate needs, timelines, and opportunities well.
- ❖ take initiative to start a project even if it is something new, and be able to ask for help while maintaining responsibility for completion.
- ❖ be willing to learn new things, be flexible and willing to jump in to help with general or unexpected agency needs to further our mission, including community events, occasional potlucks, and interacting with learners and clients we serve.
- ❖ share our “can-do” attitude, and bring a caring, positive, and helpful presence to our team.
- ❖ be committed and engaged in the mission to increase literacy and opportunity for adults and children in Hawaii, and have a strong ability to connect fund development and donor relations activities to our mission and programs.
- ❖ have the ability to lift at least 30 lbs, needed to set up events.

Salary

\$50,000, based on 40 hour work week

Benefits

Full individual medical and dental insurance

Long-term disability

10 paid holidays and 15 vacation days and 15 sick days per year, prorated for less than 40 hour schedule.