

## **#26-17 Development Specialist** ***ADMIN / DEV, Full Time, Oahu***

The Development Specialist is actively involved in managing, coordinating and implementing development and community engagement activities. This position plans, organizes, and manages projects that acknowledges, engages, and stewards donors. The Development Specialist must demonstrate an active commitment to Catholic Charities Hawaii's mission and strive to incorporate the organization's four core values in all aspects of daily work

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but not limited to the following:

- Manages donor database by accurately recording donations and other pertinent donor information. Collaborates with Accounting Team to reconcile gifts entered in the database. Generates thank you letters, mailing lists, and reports from database as requested.
- Serves as a liaison for community engagement activities and develops ongoing recognition opportunities to motivate and thank donors and community engagement partners in meaningful ways.
- Manages and cultivates strong and meaningful relations with parishes and community relation partners to insure sustainability of donations. Coordinates Parish Relations and collaborates with parishes to support engagement efforts, including Catholic Charities Sunday.
- Plans, manages and implements all Development events that are not direct fundraising activities. These may include cultivation events with donors and prospects; stewardship events designed with other staff, etc. Such planning includes, but is not limited to:
  - Developing standard procedures and protocols that can be applied to all events including timeline and campus notification schedules.
  - Developing relationships with vendors (i.e., caterers, equipment vendors, parking, etc.) to establish and ensure beneficial and efficient working relations.
- Conducts presentations and participates in speaking engagements to increase community awareness of organization (such as AUW campaigns) and the volunteer and community engagement opportunities available.
- Manages volunteer database and collaborates with programs on collecting of volunteer data.
- Regularly drive to off-site locations to support business operations and coordinate logistics.
- Regular attendance, required.

**OTHER DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Evaluate and implement agency and department procedures, ensuring all services provided are in accordance with agency/department's guidelines.
- Travels within the State of Hawai'i and the mainland U.S. as needed.
- Attends and participates at in-service training, all staff meetings, and individual supervision, as scheduled.

- Recommends improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus addresses appropriate needs with supervisor in a timely manner.

**EDUCATIONAL & WORK REQUIREMENTS:** Bachelor's degree in related field with two (2) years related experience. May also consider High School diploma with six (6) years related experience or Associate's degree and four (4) years of related experience. Experience with database/fundraising software systems (such as Volgistics or Blackbaud's Raiser's Edge) is a plus.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

**COMPENSATION:** \$53,290.13 - \$60,988.25

**DEADLINE TO APPLY: March 31, 2026**

*Catholic Charities is an Equal Employment Opportunity Employer  
For more information about this and other positions, check out our website at  
<https://www.catholiccharitieshawaii.org/careers/>*