The Nature Conservancy of Hawai`i
Saving the Last Great Places

JOB DESCRIPTION

JOB TITLE: PHILANTHROPY ASSISTANT
JOB LOCATION: Honolulu, Hawaii
JOB NUMBER: 520006
FLSA STATUS: Non-Exempt
REPORTS TO: Major Gifts Manager

DESCRIPTION:
Fundraising team is seeking a fast learner who is tech-savvy and proficient at working with Microsoft Office and database systems. Team player should be detail oriented with strong administrative skills and initiative. Ideal candidate is comfortable with multi-tasking and able to meet deadlines.

ESSENTIAL FUNCTIONS:
Works as part of dynamic team that raises funds from individuals, corporations, and foundations to support the Conservancy’s work in Hawai`i, as well as global organizational priorities. Primary tasks include managing revenue processing via fundraising database system (FMS), including coordination with finance and island office staff in Hawaii and FMS staff in California. Uses FMS to process donations, create gift acknowledgements, produce donor reports, perform analyses and research through queries and reports, track prospects and donors, and manage donor account updates. Coordinates and tracks philanthropy budget, including detailed expense and revenue tracking; prepares fundraising reports; and provide customer service for member/donor inquiries and needs. Provides department-wide administrative support and phone coverage, as needed. Frequent interaction with staff throughout the program, and with vendors and staff in other Conservancy offices.

KNOWLEDGE/SKILLS:
1. Bachelor’s degree and one year of related experience or equivalent combination, or high school diploma plus two to three years of related experience or equivalent combination of experience.
3. Excellent organizational and writing skills; strong attention to detail and analytical ability.
4. Excellent interpersonal and verbal communication skills.
5. Ability to organize time, manage diverse activities and meet deadlines.

COMPLEXITY/PROBLEM SOLVING:
1. Work is usually performed according to instructions or established practices.
2. Ability to analyze available information for the purposes of preparing reports, coordinating efforts and solving problems.
3. Multiple & variable well-defined assignments.
4. Supervisor will resolve problems or questions.
DISCRETION/LATITUDE/DECISION-MAKING:
- Duties are performed under general supervision and established guidelines.
- Demonstrates common sense, flexibility and teamwork.
- Tracks progress on tasks and does follow-up as needed.
- May act as a resource to others to solve problems.
- Refers difficult questions and unusual problems to supervisors.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:
- No direct supervision of other staff but works as part of a team to complete projects.
- May work with and direct volunteers, interns, or temporary staff.
- Limited financial responsibility, which may include check requests, petty cash, or travel arrangements.
- May purchase equipment and supplies as provided for in budget and in consultation with supervisor.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Ability to work with and communicate with a wide range of people – vendors, the public, members, donors, and other staff. Excellent “customer service” skills and focus necessary.
- Provides other staff with information they need to make accurate and timely decisions.
- Familiarity with standard business communications.

WORKING CONDITIONS/PHYSICAL EFFORT:
- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Ability to work overtime as needed.

TO APPLY:
Please submit cover letter outlining relevant work experience and resume to jeber@tnc.org by Friday, November 2, 2007.

The Nature Conservancy is an Equal Opportunity Employer