



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Administrative and Special Events Coordinator

OFFICE: Institutional Advancement

CAMPUS: 1848 Nu'uuanu Ave.

REPORTS TO: Director of Institutional Advancement

STATUS: 12 months (Non-Exempt)

HOURLY RANGE: \$24-\$26 (Non-Exempt)

PRIMARY PURPOSE:

Under the direction of the Director of Institutional Advancement, the Administrative and Special Events Coordinator supports the success of fundraising events and assists the Office of Institutional Advancement in cultivating and stewarding donor relationships.

This position requires a highly organized and enthusiastic professional who enjoys special events management, provides excellent customer service, and builds strong relationships with internal and external constituents. The ideal candidate anticipates project needs, prioritizes work effectively, meets deadlines with minimal supervision, and is available for occasional evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative and Donor Relations Support (40%)

Provide administrative support to the Director of Institutional Advancement and the team to ensure efficient daily operations and effective donor stewardship.

Responsibilities include:

- Manage office communications, including phone, email, correspondence, and visitor inquiries.
- Coordinate travel arrangements, manage office supplies, and assist with internal and external mail services.
- Provide administrative support during key Advancement initiatives, projects, and events.
- Assist in the maintenance of confidential donor records, files, and database information; generate reports and donor lists as needed.
- May assist with processing of donations, and correspondence, including gift acknowledgements and stewardship communications in accordance with HBA policies.

Special Events Planning and Execution (60%)

Work with the Institutional Advancement team to plan and execute fundraising, cultivation, and stewardship events that strengthen donor engagement and support institutional goals.

Responsibilities include:

- Plan, coordinate, and execute fundraising events, donor gatherings, and cultivation activities.
- Serve as liaison with internal teams, volunteers, senior leadership, and occasionally the Board of Directors.
- Manage event logistics including venue coordination, staffing, volunteers, vendors, registration systems, and guest experience.
- Maintain event budgets, records, invoices, and reports to ensure accurate financial tracking.
- Coordinate event communications and promotional materials in partnership with the Communications team.
- Assist in identifying sponsorship opportunities and strategies to increase event participation and revenue.
- Support the planning and execution of smaller donor engagement events such as tours, cultivation dinners, and learning events.
- Maintain event planning timelines, event files, and post-event reporting including acknowledgements and evaluations.
- Propose improvements to strengthen event effectiveness and guest engagement.

This job description has been designed to indicate the general nature and level of work and may not list all duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Computer, copying machine, fax machine
- Work Hours: Normally 8:00 a.m. – 4:30 p.m., Monday - Friday.
- Mental Demands: Creative thinking skills; ability to work with diverse groups of people; ability to perform multiple tasks simultaneously, work under stressful conditions; interact with others with courtesy and tact; respond to crisis situations in a calm and effective manner; complete projects on schedule; and maintain regular and punctual work attendance.
- Physical Demands: Sitting in meetings for extended periods; travel by car locally; pushing/pulling/lifting/carrying 25-50 pounds and occasionally more than 50 pounds.
- Communication Demands: Requires talking to co-workers, constituents, vendors; requires written communication to and from co-workers, constituents, vendors; talking on the telephone; requires writing/composing written language; requires reading; visiting / working at other worksites; and communication via the latest technologies.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination. Must be an active member of a Southern Baptist church or church of like faith.
- Skills/Knowledge: Excellent verbal and written communication, good organization skills, outstanding interpersonal relationship skills, proficiency in computerized word processing and presentations. Strong understanding of Southern Baptist and Hawaii Pacific Baptist organizational structure, history, doctrines, practices, and relationship to Hawaii Baptist Academy. Ability to work well as a team member with different people in diverse situations. Experience with Google suite, Canva, InDesign and Blackbaud Raiser’s Edge NXT is a plus.
- Education/Training: Bachelor’s degree from an accredited university in communications, business, or related field and/or three (3) years of experience in administrative, fundraising and/or events planning.