

RYSE

Job Title: Development and Community Engagement Manager

Employment Type: Full-Time

FLSA Status: Exempt

Department: Administration

Reports To: Director of Development

Job Summary

Job Summary: The Development support manager provides operational and administrative support to the Director of Development and plays a key role in advancing RYSE's fundraising, community engagement, communications, and volunteer programs. This position is responsible for coordinating special events, managing donor and volunteer activities, supporting communications and marketing efforts, maintaining fundraising systems, and helping ensure the successful execution of development initiatives that support RYSE's mission.

Job Responsibilities:

- Support the planning, coordination, and execution of fundraising events, community service projects, donor cultivation events, and special campaigns.
- Manage event logistics including venue coordination, volunteer coordination, sponsorship fulfillment, materials preparation, event setup, and post-event reporting.
- Coordinate volunteer recruitment, onboarding, scheduling, training, recognition, and retention programs for community projects and special events. Volunteer engagement is a significant component of RYSE's community initiatives.
- Maintain volunteer and donor records within the organization's CRM system and ensure accurate data entry, reporting, and stewardship tracking.
- Assist with donor communications, acknowledgment letters, stewardship reports, newsletters, and fundraising appeals using ethical and trauma-informed storytelling practices.
- Works with Director on vision and public facing content, social media and website,
- Support the development and distribution of organizational newsletters, impact reports, event promotions, and community outreach materials.
- Coordinate community partnerships, and engagement opportunities with local businesses, civic groups, faith-based groups, and community organizations.
- Assist with grant administration by gathering program information, tracking deadlines, and maintaining grant calendars.
- Monitor event and volunteer budgets, invoices, and expenses in collaboration with Finance and Development leadership.
- Prepare reports on volunteer participation, event outcomes, donor engagement activities, and communications metrics.
- Represent RYSE at community events, networking opportunities, volunteer projects, and public engagement activities.

Required Qualifications:

- Bachelor's degree in Communications, Marketing, Nonprofit Management, Business Administration, Public Relations, or related field.
- Minimum 4 years of experience in nonprofit development, event management, communications, volunteer coordination, or related areas.
- Strong written and verbal communication, organizational skills and attention to detail.
- Experience coordinating events and managing multiple projects simultaneously.
- Experience working with CRM databases and Microsoft Office Suite.
- Graphic design, social media, or digital marketing experience.
- Ability to build positive relationships with donors, volunteers, community partners, and staff.
- Commitment to RYSE's mission, values, equity, inclusion, and youth-centered approach.
- Ability to exercise independent judgment, manage administrative priorities, and make sound decisions within assigned areas of responsibility.
- Ability to lift and carry promotional materials and assist with event setup as needed.
- Availability to work occasional evenings and weekends for fundraising events, community engagement activities, and volunteer projects.
- Valid driver's license and reliable transportation

Preferred Qualifications

- Experience in nonprofit fundraising or donor relations.
- Experience managing volunteers and community service projects.
- Knowledge of Hawai'i's nonprofit and philanthropic community.
- Experience working with youth-serving organizations.

Success Measures

- Successful execution of fundraising and community events.
- Growth and retention of volunteer participation.
- Timely and accurate donor and volunteer communications.
- High-quality stewardship and relationship management.
- Effective support of the Director of Development's fundraising and community engagement goals.

Physical Demands & Work Environment

This position involves engaging with diverse communities, participating in site visits, and attending policy discussions. Reasonable accommodations will be made to ensure accessibility.

While primarily office-based, occasional fieldwork, community meetings, and housing site evaluations may be required. Standard office responsibilities include document preparation, computer use, and phone communication.

Commitment to Diversity & Inclusion

RYSE is committed to equity, inclusion, and social impact. We encourage applications from individuals of all backgrounds, including members of the LGBTQ+ community and those with lived experiences in housing insecurity.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a Bachelor's degree and 4 years to 5 years of previous experience.