

Maui United Way

PO Box 275

Kahului, HI 96733

Tel 808-244-8787

Position Title: Donor Administrative Intern

Reports to: Director of Operations

Applications due: September 30, 2024

Job Type: Part-time, starting immediately

Position Summary:

The Donor Administrative Intern is responsible for assisting with the administration of donor contributions for Maui United Way. This role involves donation processing in an efficient and accurate manner.

This is a great opportunity to learn about nonprofit management and oversight while helping one of Maui's largest nonprofits serve our Maui County community and working in a fun and professional environment at our offices located at UH-Maui College.

Key Responsibilities:

1. Donation Processing:

- Receive, process, and record donations, including one-time gifts, recurring contributions, in-kind, pledges, and recurring cancellation.
- Verify and reconcile donation details to ensure accuracy and completeness.
- Generate and send acknowledgment letters and receipts to donors promptly.

2. Donor Stewardship:

- Maintain and manage donor records in the database (CRM Lite), ensuring up-to-date and accurate information.
- Track donor interactions and engagement to foster strong relationships and enhance donor retention.
- Assist with donor appreciation events and communications.

3. Data Management and Reporting:

- Help manage reports on donation activity, including fundraising performance, donor retention, and campaign success.
- Potential to analyze donation data to identify trends, opportunities, and areas for improvement.

4. Compliance and Documentation:

- Ensure compliance with legal and regulatory requirements related to donations and donor management.
- Maintain accurate and secure records of all donor transactions and interactions.
- Assist in the preparation of financial reports and audits related to donations.

Qualifications:

- Experience working with spreadsheets like Google Sheets or MS Excel a must.
- Proficiency with donor management software and databases (CRM Lite) a plus.
- Strong attention to detail and organizational skills.

- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with discretion and integrity.

Compensation

- Starting pay is \$18 an hour.

Application Process:

By September 30, 2024, submit a cover letter and resume/CV to careers@MauiUnitedWay.org with email subject "Donor Administrative Intern" The cover letter should address your experience and expertise and what motivates you to apply for this position.

DEI Commitment: MUW serves diverse communities throughout Maui County, with a significant number of projects that directly serve the Native Hawaiian community and also benefit the broader public. MUW is committed to MUW's staff reflecting the communities that we serve. A deep understanding of Hawai'i's culture and values is required, and we encourage individuals with diverse backgrounds and experiences to apply.

About Maui United Way: For nearly 80 years, Maui United Way (MUW) has humbly served the people of Maui County, connecting people, organizations, and community. MUW's staff works closely with public and private funders, nonprofit community partners, and community volunteers to make a meaningful impact on the community.