



COALITION FOR A TOBACCO-FREE HAWAII

ASSISTANT DIRECTOR

The Coalition for a Tobacco-Free Hawaii is looking for a dynamic leader to add to our team. The Assistant Director:

- Coordinates fundraising and grant writing in partnership with other staff;
- Oversees Coalition grant and contract management;
- Coordinates donor, member, and partner outreach and services; including fund drives, special events, and donor recognition programs;
- Provides community stakeholders with technical support to ensure the continued expansion, diversity and effectiveness of the Coalition;
- Works with the Executive Director to develop/execute strategic plans for the organization;
- Convenes, facilitates and staffs statewide groups of tobacco control providers and stakeholders on topics such as prevention and cessation;
- Supports the Executive Director in the general operations of the organization.

Strong skills in community building, fund development and project management a must.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university; Master's Degree preferred. Background in public health, community organizing, fund development or program management desired.

Other Qualifications:

Available to work on evenings, weekends and holidays. Some travel to the neighbor islands and mainland may be required.