Fundraising Coordinator

Fundraising Coordinator Summary

The Muscular Dystrophy Association’s mission is to find treatments and cures for muscular dystrophy, ALS and related diseases by funding worldwide research, providing comprehensive health care and support services, advocacy and education.

As a salaried full-time Fundraising Coordinator (FC), you will help raise funds, support and awareness for MDA through planning and coordinating special events and fundraising programs.

A successful Fundraising Coordinator must have a positive attitude, great organization skills and demonstrate good rapport with the general public, patients, donors, and corporate sponsors. This essential position is critical in helping MDA provide care, support and hope to over 500 families in Hawaii affected by muscular dystrophy and related diseases.

Job Requirements

Fundraising Coordinator

- Previous fundraising/sales experience
- Ability to organize and implement community fundraising programs
- Prospect and solicit corporate sponsors, coordinate volunteer events and interact with patient families
- Travel locally and work some evenings and weekends
- Work well in a team environment
- Experience working in a fast-paced environment
- Excellent verbal communication and public speaking skills
- Strong organization, multi-tasking and time management skills
- Demonstrates the highest level of personal and ethical standards
- Working knowledge of computers and specialized internal databases
- Effectively utilizes tools/resources to work efficiently
- A valid state driver’s license, a satisfactory driving record and reliable transportation
- 4 year college degree preferred

Our employees like working at MDA because of our career opportunities, inclusive environment, work-life balance, benefits and culture. Joining our dedicated team you will experience the gratification of knowing your work impacts the well-being of millions of people, both directly and indirectly, affected by neuromuscular diseases. Our commitment extends to our employees and we recognize their need to balance work and personal responsibilities.

Some of the comprehensive benefits we offer our employees include:
Unlimited internal career paths and opportunities

- Medical / Dental comprehensive PPO plan
- Life/Disability/Accident/Travel Insurance
- Travel reimbursement
- 403(b) retirement savings plan
- Paid holiday, personal, vacation and sick days

Additional Information:
- Please specify salary requirements
- Position type: full time salaried employee
- No candidates will be considered who reside outside of area listed above. No agencies please.

Send your resume and cover letter to aodonnell@mdausa.org or fax to 808.597.1716 ~ Attention: Adrianna O’Donnell.
Healthcare Service Coordinator

Healthcare Service Coordinator Summary

Making a difference in someone else’s life is not standard for most job descriptions, but it is the bedrock of our Healthcare Services Coordinator (HCSC) position. By utilizing your extraordinary program management, customer service, relationship building and administrative skills you will help coordinate medical related support services to patients and families served by MDA.

As the link between the Muscular Dystrophy Association, MDA families, support team members, vendors and other community based organizations, the HCSC is the key to our unique services.

The HCSC coordinates the planning of programs including MDA summer camp, clinic(s), support groups and public health education seminars. This role will also assist local office staff in networking and fostering relationships with prospective corporate sponsors, community organizations and MDA families to encourage participation and support for MDA fundraising programs and events.

Job Requirements

Healthcare Services Coordinator

- Experience working in a fast-paced environment
- Ability to work a demanding, primarily self-directed, flexible work schedule
- Excellent verbal communication and public speaking skills
- Strong organization, multi-tasking and time management skills
- Demonstrates the highest level of personal and ethical standards
- Working knowledge of computers and specialized internal databases
- Effectively utilizes tools/resources to work efficiently
- A valid state driver’s license, a satisfactory driving record and reliable transportation
- 4 year college degree preferred
- Bilingual skills a plus

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Make a difference in people’s lives.

Additional Information:
- Please specify salary requirements
- Position type: full time salaried employee
- No candidates will be considered who reside outside of area listed above. No agencies please.

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