

Hawaiian Community Assets

Job Title: Director of Advancement

Employment Type: Full-Time

FLSA Status: Exempt

Department:

Reports To: Chief Strategy Officer

Job Summary

Location: Remote (with periodic travel)

Employment Type: Full-Time, Salaried

Pay Range: \$100,000-\$140,000

About Hawaiian Community Assets (HCA)

Hawaiian Community Assets (HCA) is a nonprofit organization dedicated to building the capacity of low- and moderate-income communities to achieve and sustain economic self-sufficiency, with a particular focus on Native Hawaiians. Through housing counseling, financial education, lending partnerships, housing initiatives, and innovative programming, HCA works to create long-term pathways toward economic resilience and housing stability across Hawai'i.

As a Native Hawaiian-focused organization, HCA values adaptability, innovation, cultural grounding, collaboration, and commitment to community. We operate in an evolving environment requiring both mission alignment and the ability to build systems that support organizational growth.

Position Summary

The Director of Advancement is a revenue-generating leadership role responsible for building, managing, and strengthening Hawaiian Community Assets' fundraising systems, advancement infrastructure, donor engagement strategies, partnership development efforts, philanthropic growth initiatives, and revenue generation activities.

The Director leads the systems that allow HCA to secure, steward, and grow philanthropic, government, corporate, and community investments that advance organizational priorities, strengthen sustainability, and expand impact throughout Hawai'i. This role oversees advancement functions across multiple domains, including:

- Fundraising strategy and revenue development
- Institutional giving and grant strategy coordination
- Major gifts and individual donor development
- Corporate giving and sponsorship development
- Donor stewardship and relationship management

- Capital campaigns and special fundraising initiatives
- Advancement operations and systems
- Prospect research and portfolio development
- Board fundraising engagement and support
- Advancement communications and donor storytelling
- Community partnerships and external relations
- Revenue forecasting, reporting, and pipeline management

This is not a passive fundraising support role. The Director is expected to proactively generate revenue, cultivate strategic relationships, strengthen donor engagement, identify new funding opportunities, improve fundraising performance, and help position HCA for sustainable long-term growth. The Director owns the systems that support fundraising success, donor stewardship, partnership development, campaign implementation, and philanthropic growth across the organization.

Reporting Structure

- Reports directly to the Chief Strategy Officer
- Supervises the Grant Writer and other advancement interns, volunteers, contractors, consultants, and future advancement staff as assigned
- Works in close partnership with the C-Suite to develop and implement HCA's fundraising, grantmaking, donor engagement, strategic partnerships, and organizational advancement strategies
- Collaborates regularly with program, finance, communications, housing, research, compliance, and executive leadership teams to align resource development efforts with organizational priorities, ensure accurate and compelling funding proposals and reports, and advance HCA's mission, sustainability, and statewide impact
- Serves as a cross-departmental partner to identify funding opportunities, elevate program outcomes and organizational impact, strengthen relationships with funders and community partners, and support strategic initiatives across the organization

Essential Duties

- Fundraising Strategy & Revenue Development
- Institutional Giving & Grant Strategy Coordination
- Major Gifts & Individual Donor Development
- Corporate Partnerships, Sponsorships & Strategic Alliances
- Donor Stewardship & Philanthropic Engagement
- Capital Campaigns & Strategic Revenue Initiatives
- Advancement Operations & Fundraising Infrastructure
- Prospect Research, Portfolio Development & Moves Management
- Board Fundraising Engagement & Development
- Advancement Communications & Donor Storytelling
- Revenue Forecasting, Reporting & Performance Management
- Community Partnerships & External Relations

- Cross-Department Collaboration & Organizational Alignment
- Team Leadership, Supervision & Staff Development
- Continuous Improvement, Systems Development & Operational Excellence

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Supervisory Responsibilities

Directly supervises 1 non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

This position requires a Bachelor's degree. A Bachelor's degree is preferred.