

# Hawaii Youth Symphony

## Job Title: Director of Development

Employment Type: Full-Time

FLSA Status: Exempt

Department: Administration

Reports To: President

## Job Summary

This position is charged with planning, organizing and managing a donor-centric program that acknowledges, engages and stewards donors. The Director of Development is responsible for providing strategic direction in prospecting potential donors including establishing and cultivating strong and meaningful relations with donors, constituencies and agencies that provide philanthropic support for Hawaii Youth Symphony.

The Director of Development must maintain professional relationships with a variety of constituents, including but not limited to donors, students, parents, volunteers, and administrative staff, while carrying out all required duties in a manner consistent with the policies, procedures, goals and objectives established by the Board of Directors. This person will supervise the Development Coordinator and also supervise event volunteers. Many HYS events occur on nights and weekends, and the person in this position will be expected to work accordingly.

This position requires in-person, in-office work. All employees must be fully-vaccinated to comply with HYS policies and procedures for safe work environment. A valid driver's license and clean driving record are required for this position.

Salary Range: \$50,000 to \$70,000 per year. Competitive benefits package available.

## Essential Duties

- Develop and meet annual fundraising goals
- Oversee the Annual Fund strategy and related appeals (digital & direct mail).
- Oversee gift entry into Blackbaud Altru.
- Develop and maintain a successful corporate, foundation, and individual solicitation program, including the development and implementation of a multi-year strategic fundraising plan.
- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with existing donors and prospective donors; manage a portfolio of 50-75 donors and prospects at any one time.
- Meet with donors and prospective supporters in a variety of settings and contexts.
- Prepare all content and materials required for fund development activities, including solicitations, annual direct mail appeal, proposals to individuals, corporations, and foundations.
- Research or initiate research and data compilation for advancement prospects.
- Supervise the Development Coordinator.

## Secondary Duties

- Provide staff support to the Board's Fund Development & Marketing Committee (FDMC) and the Committee on Directors (COD), as directed by the President; assist committees with identifying prospects, providing prospect research/status reports, and other tasks as assigned by the President.
- Provide regular fundraising status reports and identify fundraising opportunities to President and Board.
- Collaborate with staff, consultants, and vendors to develop collateral and advancement materials.
- Ensure efficient, accurate, and timely entry of data in Blackbaud Altru. Pull reports as requested.
- Generate graphical dashboards such as pie charts and graphs to show progress towards advancement and revenue goals.
- Work with other staff to obtain data and information in order to develop grant applications and reports. Ensure timely submission of applications and reports.
- With direction from the President, negotiate yearly renewal of Grant Agreements.
- Monitor compliance and provides support for implementation of grant-funded projects.
- Manages registrations for federated giving programs (e.g. AUW, CFC, GiveAloha, etc.).
- Plans and manages all aspects of cultivation events.
- Lead the coordination of all revenue-generating aspects of the gala, including but not limited to sponsorship packages, silent auction, meals, drawings, online/mobile bidding platforms, and peer-to-peer fundraising.
- Solicit vendor discounts and in-kind donation across all departments for various needs. Solicits in-kind donations and negotiates hotel/meal costs
- Attend and participate in professional development activities, staff meetings, board/committee meetings as assigned, and 1:1 meetings.
- Develop relationships with key staff and volunteers in order to continually identify prospective donors.
- Recommend improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus timely addresses appropriate needs with supervisor.
- Stay abreast of philanthropic trends in local, regional, and national communities and among peer organizations.
- Provide assistance to the President when needed.
- Other duties as assigned.

## Supervisory Responsibilities

Manages 1 subordinate supervisors who supervise a total of 1 employees in the following departments: Development. Is responsible for the overall direction, coordination, and evaluation of

these units.

Directly supervises 2 non-supervisory employees. 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**

A bachelor's degree in marketing, communications, donor relations, or nonprofit administration, from an accredited institution is preferred.

At least five years of professional experience; three or more years fundraising for a nonprofit organization is required. Experience in grant management is a plus.

Experience with, or willingness to learn Altru by Blackbaud and Microsoft 365. Must possesses excellent spreadsheet skills. Experience with Wordpress and Mailchimp a plus.

Appreciation for classical, orchestral, jazz, or improvised music a plus.

Able to set priorities; keen analytic, organization and problem-solving skills.

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a fast-paced work environment.

Commitment to professional development and best practices.

Personal qualities of integrity, credibility, and dedication to the mission of Hawaii Youth Symphony.

## **Behavioral Characteristics**

- Integrity -- Job requires being honest and ethical.
- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Service Orientation -- Actively looking for ways to help people.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Stress Tolerance -- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Coordinating the Work and Activities of Others -- Getting members of a group to work together to

accomplish tasks.

## **Language Skills**

- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

## **Reasoning Ability**

- Fluency of Ideas -- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Analytical Thinking -- Job requires analyzing information and using logic to address work-related issues and problems.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judging the Qualities of Things, Services, or People -- Assessing the value, importance, or quality of things or people.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

## **Mathematical Skills**

- High skills -- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **Computer Skills**

- Applications to enter, access and retrieve data such as Blackbaud Altru

- Spreadsheet software?Microsoft Excel
- Word processing software?Microsoft Word
- Knowledge of Wordpress and HTML a plus

## **Certification and Licensing**

- Valid driver's license, clean driving record, and personal vehicle.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to talk or hear.
- frequently required to stand.
- occasionally exposed to walk; sit; reach with hands and arms; taste or smell.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; color vision; peripheral vision; ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to outdoor weather conditions.

The noise level in the work environment is moderate noise.