

HISTORIC HAWAII FOUNDATION

680 Iwilei Road, Suite 690

Honolulu, HI 96817

www.historichawaii.org

TITLE

Development Officer

SUBMITTAL INFORMATION

Interested parties should apply by Monday, August 30, 2010, 4:00 p.m. (HT)

Submit:

1. Letter of interest,
2. Resume, and
3. Three references to:

Ms. Kiersten Faulkner

Executive Director

680 Iwilei Road, Suite 690

Honolulu, HI 96817

Via email: Kiersten@historichawaii.org

Via fax: 808-523-0800

JOB DESCRIPTION

STATUS: Full-time, exempt employee. Employment will be at the will of the Executive Director and may be terminated for any or no cause at any time. Work is performed under the direction of the Executive Director.

COMPENSATION: \$38,000 - \$45,000, depending on experience. Medical and dental benefits on first calendar day after 30 days employment. Enrollment in 401(k) retirement plan after 12 months of continuous employment and at least 1000 hours of service. Paid leave (vacation and sick) is accumulated at 1.67 days per month. 14 paid holidays annually.

PERFORMANCE EVALUATION: Performance evaluation is conducted at the completion of six months of service and annually thereafter.

SUMMARY:

The Development Officer oversees the fundraising & resource development activities of the Foundation, with primary emphasis on membership, individual giving, special gifts and planned giving.

The Development Officer oversees member recruitment, retention, development and engagement. The Development Officer is responsible for developing, implementing and evaluating the Foundation's individual giving plans and projects. The position also supports and contributes to the annual fundraising benefit, earned income revenue streams, grants and restricted fundraising, educational and advocacy programs, and other duties as assigned. The position includes

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coordination and alignment with other departments and may include supervision and evaluation of subordinate staff, volunteers, contractors, consultants and/or interns.

The responsibilities of this position provide the basis that allows HHHF to fulfill its mission, so accuracy, good communication skills, timeliness, reliability, organization and relationship-building are the essential attributes of candidates for this position. The ability to manage multiple tasks in a fast-paced environment with regular deadlines is critical. The successful candidate must be able to work independently as well as contribute to a team effort. Prudent and ethical handling of all donor information is absolutely necessary. All information is to be kept in confidence and in accordance with the Foundation's privacy policies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer proficiency in a Windows (Windows 98 or later) environment and ability to perform tasks in MS Word, Excel, Outlook, PowerPoint and Internet Explorer
- Strong database management ability (DonorWorks)
- Knowledge of membership cultivation, research, communications strategy and program administration
- Grant research, writing, management and reporting
- Special Event planning, organization and management
- Staffing programs, committees and volunteer events
- Good written and verbal communication skills
- Ability to develop and manage budgets, financial reports, monitor progress and results, and provide quantitative and qualitative analysis of programs
- Computer proficiency in Web site development and technology, social media, direct mail, and other means of communication and marketing
- Bachelor's degree required
- Driver's license required

SPECIFIC DUTIES

- Under the direction of the Executive Director, oversees HHHF's fundraising program by developing, implementing and evaluating programs and projects to meet development goals.
- Develop goals and plans for membership recruitment, retention and development; implement and evaluate programs and projects to meet established membership and individual giving goals;
- Identify and cultivate potential and prospective Foundation members and donors.
- Process, record and acknowledge all incoming membership dues and other donations; maintain the membership and donor database (computer and paper files).
- Research, plan, develop, coordinate, implement and evaluate individual giving/membership programs and projects. Programs include, but are not limited to:
 - *Planned Giving Program*: establish, implement and evaluate bequest program and associated collateral materials.

- *Major Gifts Program*: establish, implement and evaluate requests for major or special gifts in support of specific programs.
 - *Annual Meeting*: plan and execute the annual meeting.
 - *Donor and VIP Events*: coordinate mahalo or recognition programs.
 - *Membership tours and engagement events*: coordinate membership engagement activities, including tours, lectures, seminars, special events, action alerts and volunteer programs.
 - *Potential member identification and recruitment*: identify and implement efforts through research, outreach, mailings, social media and special events.
- Provides event planning, management and staffing for fundraising and programs of the Foundation, including organizing logistics; tracking RSVPs and payments; sending out acknowledgements, receipts and orders; maintaining files; preparing mailings; compiling feedback from surveys or other correspondence; and supervise and support administrative staff as needed.
 - Staff and administer committees of the Board for fundraising, membership, special events and/or communications; prepare and present membership, fundraising and grant project and program reports at Board of Trustees and Executive Committee meetings, and other times as necessary;
 - Contribute to research, plans, development, coordination, implementation and evaluation of other fundraising and programmatic projects, which may include, but not limited to:
 - *Kama'āina of the Year Benefit*: support event committee and event matters, including meeting sponsor table goals and sales, event management and logistics.
 - *Grants*: research potential funding sources, prepare funding requests, completes follow-up and reporting.
 - *Corporate Sponsorship*: establish, implement and evaluate corporate sponsorship program and associated collateral materials.
 - *Fee for Service and Products*: establish, implement and evaluate service and product lines and associated collateral materials.
 - Contribute to the Foundation's communications program. Oversee regular communications to members, donors, preservation partners and the public at large, including management of the website, quarterly newsletter, annual report; email listserv communications; broadcast and print media; press releases; promotional materials; and other aspects of public communications. Programs include, but are not limited to:
 - *Newsletter*: write, edit and coordinate publication of quarterly printed newsletter and monthly electronic newsletter.
 - *Website*: manage HHF website and social media.
 - *Annual Report*: write, edit and coordinate publication of annual report.
 - *Marketing*: oversee marketing for the Foundation, including coordinating the graphic design and image of all Foundation written materials and publications.
 - Prepare program and project budgets and assist in the preparation of the overall Foundation budget under the direction of the Executive Director.
 - May coordinate, supervise, train and/or evaluate staff, contractors, consultants, volunteers and/or interns, as directed by the Executive Director; and
 - Other duties as assigned.

SCHEDULE AND WORK ENVIRONMENT:

Schedule is Monday-Friday 8 a.m. – 5 p.m. except Holidays. Occasional evenings and weekend work may be required during special events and programs. Dress code is business casual. Parking or transit pass is provided.

Work occurs in an office environment with some field work. The position requires periods of sitting, manual use of keyboards and computers, repetitive motion, lifting up to 40 pounds, looking at a computer screen, and use of the telephone. Proficiency in written and spoken English is required. Office is wheelchair accessible, but some field locations (historic buildings and archeological sites) are not.

It is the policy and practice of the Foundation to ensure that there will be no discrimination as to race, creed, sex, age, religion, color, sexual preference, national origin, handicapped status, ancestry, marital status or other grounds protected under state and federal equal opportunity laws or regulations.

The Foundation is committed to conducting its business in accordance with the highest ethical standards. No employee should place himself or herself in a position where his/her actions, personal interests or the activities or interests of those for whom he/she acts, is, or is likely to be, in conflict with the interests of the organization. All employees must avoid conduct in the capacity of employment or association that may injure or harm the organization's reputation in the community, including but not limited to criminal conduct.

ABOUT HISTORIC HAWAII FOUNDATION

Historic Hawai'i Foundation (HHF) is a 501(c)(3) charitable organization incorporated as a private non-profit organization in the state of Hawai'i. It is a member-based organization representing about 850 members. See www.historichawaii.org.

Since 1974, Historic Hawai'i Foundation has been a statewide leader for historic preservation. HHF works to preserve Hawai'i's unique architectural and cultural heritage and believes that historic preservation is an important element in the present and future quality of life, environmental sustainability and economic viability of the state. HHF achieves its mission through policy development and advocacy, education, community-based outreach and technical assistance.