

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Director of Development
Department:	Advancement
Supervisor:	Deputy Director, Advancement
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	8:00 am – 5:00 pm with occasional evenings and weekends
Issue/Reissue Date:	02 09 2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

The Director of Development (DoD) is responsible for supporting the Deputy Director, Advancement (DDA) in the planning and implementation of a comprehensive and strategic fundraising program that meets and exceeds the Honolulu Museum of Arts' (HoMA) annual and long term goals for contributed income. Provides leadership for the Development team.

Minimum Qualifications:

- Bachelor's degree required and/or minimum of five years' experience in a related field with a proven track record of successful fundraising and staff management.
- 2 years supervisory experience.
- Ability to work independently and as part of a team.
- Ability to take initiative, multitask, and work graciously in a fast paced environment.
- Excellent customer service/customer relations skills.
- Ability to work with diplomacy and tact at all times.
- Ability to handle sensitive information confidentially.
- Superior written and verbal communication skills.
- Rigorous attention to detail, excellent organizational abilities, manage multiple deadlines.
- Excellent computer skills, including the Microsoft Office Suite and knowledge of databases and using them for "moves management".
- Ability to work some late nights and weekends as well as attend galas and special events throughout the year.

Desired Qualifications:

- Understanding of Honolulu Museum of Art's vision, mission, values and a dedication to advancing the organization in a sustainable way for future generations to enjoy.

Essential Duties:

Major Gift and Frontline Fundraising (50%)

- Responsible for identifying, cultivating, soliciting, and stewarding major gifts for the museum.

- Maintains a personal portfolio of 75+ donors and tracks the portfolios of other museum staff including the DDA.
- Aggressively seeks new funding sources and cultivates relationships with new donors, maintains relationships with existing donors, with a goal of increasing giving levels as appropriate.
- Ensures that the DDA, Director, and Trustees are well positioned and prepared for fundraising meetings and presentations.
- Serves as a strategic thought-partner with the DDA to ensure maximum effectiveness in major gift relationships and solicitations and in positioning the museum's mission through all communications and development functions.
- Develops and manages a dynamic and comprehensive planned giving program.
- Works closely with the DDA on endowment campaigns.

Internal and External Leadership (25%)

- Assumes a leadership role within the department and works collectively with other members of the advancement team to meet and exceed annual goals for contributed income.
- Supports the DDA in the development of a multi-year budgeting and planning process that will ensure multi-year donor commitments.
- Represents the museum in meetings with potential and existing funding sources and serves as a representative for HoMA in the greater cultural, philanthropic, and professional communities.
- Supports the DDA in the preparation for and implementation of HoMA's Capital Campaigns.

Membership & Audience Engagement (25%)

- Works closely with the Visitor Experience Lead and oversees staff and volunteers in museum spaces including but not limited to the galleries, Welcome Desk at Beretania location and Spalding House, Doris Duke Theater, Shangri La, the Art School, and at public programs and special events.
- Works very closely with Director of Development, Operations and Visitor Experience Lead on meeting and exceeding membership goals as well as develops plans for continued growth.
- Works with the membership team on a regular basis to find prospects for higher level giving and engagement.
- Continuously looks for ways to improve the member and audience experience.
- Other duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

Working Conditions and Atmosphere:

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.