

Development Officer II

POSITION SUMMARY: The Development Officer II 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 Catholic Charities Hawai'i. This position is charged with planning, organizing and managing a donor-centric program that acknowledges, engages and stewards donors. Development Officer II also implements a planned giving program and cultivates potential PG donors. They must demonstrate an active commitment to Catholic Charities Hawaii's mission and strive to incorporate the organization's four core values in all aspects of daily work.

ESSENTIAL DUTIES & RESPONSIBILITIES include but not limited to the following:

- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with existing donors and prospective donors
 - Develops a personalized plan for each donor/prospect that includes: individual goals based on the donor's history of giving and knowledge of that donor's potential; a timeframe in which to move the donor/prospect through the engagement and solicitation cycle; proper acknowledgement, recognition, and stewardship.
 - Manages a portfolio of a minimum of 75 donors and prospects at any one time
- Implements a planned giving program to educate and attract planned giving donors.
- Participates in developing solicitation materials, case statements, and brochures; works in collaboration with other staff to prepare reports and prospect research materials.
- Initiates and assists in design and implementing regular donor and prospect cultivation and stewardship events – these include a range of activities, i.e., larger group receptions, small 1-1 meetings, etc.
- Implements techniques and develops relationships with key staff and volunteers (leadership and program staff; development committee; campaign committee; board members, etc.) in order to continually identify prospective donors.
- Manages volunteers and interns directly reporting to such position.
- Provides support for Raisers Edge database as needed. This may include accurately recording donations and other pertinent donor information and generating reports from database in support of donor giving trends analysis; donor prospecting and recommendations for stewardship related activities.

EDUCATION & EXPERIENCE: Bachelor's degree in Business Administration or related field with four (4) years demonstrated success in fundraising, planned giving, marketing, communications, and/or public relations. Additional three (3) years of demonstrated success in fundraising, marketing communications, and/or public relations may be substituted for a Bachelor's degree.

EMPLOYMENT CLEARANCE REQUIREMENTS: Applicable background checks: HI State criminal check, verification of education, driver's license, access to an insured vehicle, and no-fault insurance cards.

TO APPLY:

Please go to <http://www.catholiccharitieshawaii.org/careers> to download the application. Please indicate which position you are applying for on the application. Completed application can be faxed to 808-527-4439 or via email to resumes@catholiccharitieshawaii.org. Please note that applicants will not be considered unless an official Catholic Charities Hawaii employment application is submitted.