



CAMPAIGN DIRECTOR

Cathedral Basilica of Our Lady of Peace

Dedicated in 1843, the Cathedral Basilica of Our Lady of Peace has been serving the people of Hawaii and the Diocese of Honolulu for 175 years. Begun in 2008, there has been an on-going effort to support the restoration and preservation of the historic downtown landmark church via a \$20+ million capital campaign. To date, over \$7.5 million has been raised and the project has reached Phase 2 of a six-phased construction plan.

POSITION SUMMARY

The Cathedral Basilica is seeking an experienced fundraiser to take over day-to-day operations of the campaign. This includes the planning, management and coordination of all fundraising efforts and donor relations - as well as working collaboratively with members of the Cathedral staff, Diocesan staff, Clergy and key volunteers. This is a multi-faceted position with a variety of responsibilities requiring strong communication and interpersonal skills, strategic thinking and significant fundraising experience. The position reports to the Cathedral Basilica Rector and the General Administrator.

PRIMARY RESPONSIBILITIES

- Responsible for maintaining high level of campaign activity and motivating leaders and volunteers.
- Conduct prospect research and prepare/update all solicitation materials including talking points, proposals and prospect profiles for all campaign-related donor/prospect meetings.
- Track, manage and cultivate campaign prospects, grant applications and donor assignments.
- Assist with tour schedule, donor visits, personalized letters and follow-up phone calls and emails.
- Record and acknowledge all gifts and ensure follow-up activities are completed in a timely manner.
- Manage campaign-related events at the church and off-site. Establish guest list, create and issue invitations, track RSVPs, arrange program and talking points, handle prospect follow-up.
- Maintain regular meetings & reporting (bi-monthly) to Cathedral leadership & Campaign Committees.
- Act as liaison between Cathedral leadership/staff and project team (architects and project managers).

REQUIREMENTS

The ideal candidate will have the following:

1. Bachelor's degree.
2. Demonstrated experience and progressive responsibility in fundraising with a minimum of five (5) years experience.
3. Experience in project and/or campaign management, especially creating strategic plans and managing multiple projects and priorities.
4. Success in leading teams and working with staff and volunteers.
5. Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
6. Excellent written and verbal communication skills.
7. Very strong organizational skills and sense of self direction.
8. Proficiency in Microsoft Office products.
9. Successful experience working with high profile volunteer leadership and senior executives.
10. Strong work ethic and a commitment to the mission and growth of the Cathedral Basilica.
11. Ability to travel minimally, with some evening and weekend work required.
12. Experience working with capital campaigns and grant writing a plus.

TO APPLY

Please apply at: www.catholichawaii.org/about-us/careers