

Honolulu Civil Beat Major Gifts Manager

Overview:

The Major Gifts Manager is a full-time position that functions as a member of the operations team and is tasked with prospecting, soliciting and stewarding a portfolio of institutional and individual donors capable of making gifts of \$5,000 or more to support the mission and operations of Honolulu Civil Beat.

This position reports to the Director of Philanthropy.

Civil Beat's nonprofit newsroom is expanding its news coverage to the neighbor islands and seeks to fill this growth position with a Hawaii-based fundraiser with a proven track record of securing large gifts.

Responsibilities:

- Manage acquisition, renewal and upgrade solicitations
 - Identifies donors for increased giving potential in coordination with the Director of Philanthropy and the Individual Support Manager.
 - Crafts individual action plans for prospects.
 - Raises funds through direct solicitation or by coordinating solicitation efforts of Director of Philanthropy.
 - Develops a digital major donor campaign to renew or upgrade existing donors.
 - Works with Director of Philanthropy to identify and personalize solicitations for current members and prospects.
- Program Management and Stewardship
 - Develops and manages a robust pipeline of major donor prospects.
 - Records prospect research to maximize use of Salesforce.
 - Develops and implements a series of targeted communications that inform major donors of events and benefits, give advance knowledge of upcoming projects and acknowledge them for their support.
- Grants Prospecting and Stewardship
 - Assist the Director of Philanthropy with identifying foundation prospects and preparing interim and final reports.
- Events and Travel
 - Participates in the planning and execution of donor acquisition and stewardship events throughout the state including coordination with the Events Manager.
- Performs other duties as needed.

Desired Qualifications:

Attributes include 3-5 years relevant experience and:

- Proven track record of achieving revenue goals and exceptional ability to manage, cultivate and grow a portfolio of donors.
- Statewide fundraising experience and established connections with local foundation representatives and major individual donors.
- Familiarity with CRM systems.

- Excellent verbal and written communications skills.
- Comfortable working in a fast-paced office environment.
- Capable of working on some evenings and weekend work as needed.
- Understanding of news media and nonprofit organizations preferred.

We are willing to consider great candidates who may not have every skill on our checklist.

Location:

Our newsroom is located in Hawaii on the island of Oahu, but we will consider remote candidates who live on the neighbor islands.

Benefits:

This is a full-time position with a salary range of \$65,000 to \$75,000 that includes the following:

- Medical, dental and vision insurance
- 401(k) matching
- 30 days of paid time off each year
- Up to 12 weeks of paid family leave (including PTO)
- Remote working flexibility
- Annual travel stipend to attend professional training and conferences

Honolulu Civil Beat is an equal opportunity employer that values diversity and encourages people from underrepresented communities to apply.

How to Apply:

Send your cover letter and resume to business@civilbeat.org by Friday, February 18. We will review submissions on a rolling basis, but will continue accepting new applicants until the job is filled.

About Civil Beat:

Honolulu Civil Beat is a 501(c)3 tax-exempt news organization dedicated to cultivating an informed body of citizens, all striving to make Hawaii a better place to live. We achieve this through investigative and watchdog journalism, in-depth enterprise reporting, analysis and commentary that gives readers a broad view on issues of importance to our community.