



Director of Philanthropy (Advancement Office)

Description Job Summary

The Director of Philanthropy (DoP) is responsible for the oversight, planning and execution of a comprehensive fundraising program that secures significant financial resources from individuals, and corporations. Reporting to the Director of Advancement/Executive Director Pauahi Foundation, DoP manages a strategic portfolio of prospects developed in conjunction with the Associate Director of Research. Will contact, visit, and qualify prospective donors and will design cultivation and solicitation plans. Working with the Executive Director of Advancement, will be expected to set annual performance objectives that will include numbers of new prospects identified, numbers of cultivation visits, and projected solicitations with expected yield in gifts to the Kamehameha Schools strategic fundraising priorities. Also work with the Director of Annual Giving to identify individuals who have made significant annual commitments and who may have the potential to make major gifts to the Kamehameha Schools. The Director of Philanthropy's prospect population will include individuals in the community, alumni, and current and former parents of the Schools and other beneficiaries of Pauahi inaugural gift. He/she will support the development of Pauahi Foundation Board of Directors to cultivate and solicit major gifts and influence governance as needed.

Essential Responsibilities

- With the Associate Director of Research, develop a portfolio of potential major gift donors (defined as \$10,000+ over a five-year period).
- Visit and qualify individuals and organizations as either having major gift potential or being prospects for annual support and ensure all donor interactions are recorded and tracked to support reporting progress and institutional memory is preserved.
- With the Senior Program Philanthropy Officer, ensure cultivation and solicitation plans for individuals and corporations are aligned to KS Fundraising Priorities and that the strategic impact of gifts are shared with the donor.
- With the Stewardship Specialist, develop appropriate stewardship plans for new major donors to ensure their ongoing engagement with the Kamehameha Schools.
- Develop individual Pauahi Foundation board member capacity to identify and cultivate major gift prospects Attend alumni and parent events, as appropriate, to identify and cultivate potential major gift prospects.

Position Requirements

Minimum Qualifications - A combination of education and experience may be substituted for the requirements listed.

- Bachelor's Degree in a related field

- Minimum 5 years of fundraising experience, preferably in a university or private school setting.
- Experience working with high net-worth individuals and proven ability to solicit gifts.
- Understanding of the differences between annual gift solicitations and major gift work where the principal sources of funds are individually held capital assets.
- Expert knowledge of current and evolving trends in major-gifts giving, solicitation and fundraising campaigns.
- Proven success in asking for and closing major gifts
- Ability to build and maintain long-term relationship with major individual donors and corporations.
- Knowledge and effective understanding of advanced gift planning and associated programs. The Director must be able to work independently.
- Excellent written and verbal communication and sales skills.
- Committed to the mission and values of Kamehameha Schools and be able to articulate funding priorities effectively.
- Familiarity of Hawaiian culture or other indigenous first nation experience preferred

Preferred Qualifications

- Advanced degree in a related field.

Physical and Mental Requirements

- Frequently sits, perform desk-based computer tasks and grasp light or fine manipulation, talk or hear.
- Occasionally stand and/or walk, write by hand, and lift and/or carry, push and/or pull objects that weigh up to 10 pounds.
- Rarely twist, bend, stoop, squat, kneel, crawl, climb, reach or work above shoulder, or grasp forcefully.

Working Conditions (including Environmental Conditions)

- This position may involve traveling to various locations, including neighbor islands to conduct business.
- Work is conducted in an office/school environment and may require work to be conducted in non-standard workplaces.
- Work is typically conducted Monday through Friday at normal business hours but evening and weekend hours are often required to meet goals and objectives.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.

**Salary SR - 11
Schedule and
Grade**

Close Date 5/21/2019

Location Kawaiahao Plaza

Work Type FT

Work Year 12.00

Educational Requirements Bachelor's Degree (Required)

Licenses None Specified

Special Notes None Specified

About the Organization Kamehameha Schools offers a dynamic, innovative, and collaborative work environment for growth-minded individuals who embrace culture and diversity. We are deeply committed to shaping a thriving and vibrant future for Native Hawaiians and finding the right people for the right roles, who bring talent and passion to our mission. Our workforce is comprised of full- and part-time, on-call, and seasonal employees who work in various positions at locations across Hawai'i pae 'aina (group of islands), including three K-12 campuses, 29 preschools, and other regional and support offices.

We are an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

EOE Statement We are an Equal Opportunity Employer.