

HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Impact Giving Officer

OFFICE: Institutional Advancement

CAMPUS: Wyllie

REPORTS TO: Director of Institutional Advancement

STATUS: 12 months (Exempt)

PRIMARY PURPOSE: The Impact Giving Officer is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue with current and prospective donors while building a strong culture of philanthropy throughout the School and larger community. Under the direction of the Director of Institutional Advancement, the Impact Giving Officer will carry out the development functions of developing and cultivating relationships necessary to secure financial resources for Hawaii Baptist Academy's ongoing programs. The Impact Giving Officer will support the annual giving operations including corporate and individual relationships and will assist with all aspects of donor compliance, records management, and assessment in monitoring federal and state laws regarding non-profits. This position will also manage donor relations as it relates to scholarships and endowment funds.

ESSENTIAL

DUTIES/FUNCTIONS:

- Work with the Director of Institutional Advancement to determine the financial needs of the school and establish goals for the development function respective to those needs while developing a culture of philanthropy throughout the Hawaii Baptist Academy community.
- Responsible for managing a portfolio of constituents to obtain annual financial and face-to-face goal to further advance the mission of Hawaii Baptist Academy.
- Coordinate school wide fundraising efforts to ensure that donor solicitation is handled appropriately.
- Develops, implements, and leads a successful and integrated donor relations program that strategically targets all levels of giving as defined by the Institutional Advancement Team.
- Provides cultivation and stewardship assistance to individual donors and prospects.
- Creates innovative programs and projects to thank and steward donors; ensures the external reporting to donors on endowments.
- Tracks donor relations and stewardship activities in Blackbaud RENXT to enhance relationships and move donors through the relationship pipeline / donor cycle.
- Oversees the compliance of the department to include policies and procedures, records management, records retention, and monitoring federal and state laws regarding nonprofits.

- Develop assessment measurements and analysis for policies and procedures, fiscal and gift acceptance, data governance and data security.
- Management and stewardship of new and existing scholarship and endowment donors.
- Supports the maintenance of foundation, corporation and individual donor files; maintains database records; ensures timely acknowledgement of gifts; supports development activities with donor segmentation, prospecting targets, donor research, and tracking mechanisms; and creates fundraising and other database reports.
- Provide support with the maintenance of donor files and generate appropriate acknowledgement correspondence and receipting.
- Effective database management and reporting
- Works directly with the Director of Institutional Advancement to create solicitation and year-round engagement strategies to retain current and attract new donors.
- Cultivate a culture of philanthropy by providing professional and courteous assistance and interaction with donors (via phone, computer, and face-to-face.)
- Assists in the planning, publicizing, and coordination of special events and alumni activities.
- Performs other duties related to fund development as needed.

This job description has been designed to indicate the general nature and level of work and may not list all duties as assigned.

OTHER DUTIES/FUNCTIONS:

- Answering phones
- Assist walk-in visitors
- File documents
- Other duties as assigned

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust,

respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.

- **Customer Focus.** Organizes and prioritizes resources to focus on and exceed customer expectations. Make it “easy to do business with” HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern for the needs and feelings of external and internal customers.
- **Effective Communication.** Listens carefully to feedback and others’ views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- **Results Orientation.** Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- **Practical Thinking and Decision-Making.** Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- **Continuous Improvement.** Strives to continually improve one’s own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer’s needs or to meet HBA’s needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- **Supporting and Leading Change.** Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans, and leads change needed to support HBA’s mission and values.

WORKING CONDITIONS:

- **Equipment Use:** computer, calculator and multiple line telephone system.
- **Work Hours:** 8:00 a.m. - 4:30 p.m., Monday-Friday.

- Mental Demands: Ability to do mathematical calculations accurately. Strong understanding of filing systems.
- Physical Demands: Ability to sit for prolonged periods while entering data in the computer, corrected vision.

QUALIFICATIONS/REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Strong organizational skills. Good verbal and written communication skills. Knowledge of basic mathematics and fundamentals of financial record keeping. Ability to work well as a team member with different people in diverse situations.
- Education/Training: Bachelor's degree required in Business Administration, Marketing, Communications, Public Relations or related field and/or 3 - 5 year of equivalent combination of education, training, and experience.
- Experience: Advanced skills with Microsoft applications which may include Google Workspace, Outlook, Word, Excel, PowerPoint or Access and other web-based applications. May produce complex documents, perform analysis and maintain databases.

SALARY RANGE:

\$55,000 - \$65,000