

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Director of Advancement
<b>Department:</b>	Development
<b>Supervisor:</b>	Deputy Director, Administration and Operations
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
<b>Issue/Reissue Date</b>	December 6, 2018

### **Job Summary:**

The Director of Advancement will lead the Museum's efforts for planning and implementing all fundraising activities for various revenue streams. This position will lead the strategic vision for major gifts and expand the portfolio of major donors that support the Museum's exciting exhibitions, programs, and operations. The Director of Advancement will lead a team that will identify, cultivate, solicit, and steward a portfolio of prospective and current major donors.

### **Minimum Qualifications:**

- A Bachelor's Degree.
- 6-10 years of experience in a nonprofit setting, with a solid track record of solicitation of major donors, managing teams, and budgets.
- Must have superb time management skills, be detail-oriented, highly organized, and be able to handle multiple priorities. Must also be able to meet deadlines, and adhere to budgets. A motivated self-starter who can work independently, is flexible, courteous and tactful in dealing with their team, co-workers and constituents.
- Creative and resourceful with an entrepreneurial mindset. Able to take a hands on approach.
- Ability to act with diplomacy and discretion, including maintaining confidentiality, at all organizational levels and across departments.
- Proficiency in Microsoft, Excel/Word/PowerPoint; Tessitura or other donor databases.
- Must have the ability to communicate effectively with a diverse population of audience and constituents.
- Ability to develop and deliver effective proposals with strong supporting information and analysis.
- Ability and confidence to network and engage with both existing and potential supporters.
- Ability to persuade and negotiate effectively with both supporters and key internal stakeholders.

### **Desired Qualifications:**

- Master's Degree.
- Experience in a museum environment or other nonprofit organization, with multiple sites, and varying degrees of needs.
- Experience managing events.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Exceptional ability to manage and lead people.
- Intelligent self-starter who is committed to the museum's mission.
- Proven ability to lead and build the capabilities of a driven, bright, diverse team, as well as develop a top-notch work and volunteer force.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

### **Other Qualifications:**

#### **Core Competencies:**

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing

- Professionalism
- Problem Solver
- Technology savvy

**Essential Duties:**

- Constructs a vision and plan to build a pipeline of major donors and building an increasingly generous stream of philanthropic support from major donors.
- Leads major gifts prospecting, using research to source promising individuals and collaborating with Trustees, existing donors, and others who might introduce promising newcomers not already part of the Honolulu Museum of Art.
- Meets regularly with donors and prospects to engage, cultivate, solicit, and steward their relationships, and facilitating meetings with other members of the staff and board. Preparing briefings for Board members and other colleagues will be an important part of this work.
- Creates engagement strategies, gift ideas, messaging and a case for support.
- Collaborates with the Director of Curatorial Affairs and Director of Learning and Engagement Programs to prioritize and package ideas to inspire support and help colleagues realize their visions.
- Tracks, analyzes and prepares reports on progress of major gifts for internal cohesion and for engaging the Board.
- Builds goals and measurable outcomes that speak to both financial and non-financial results. Creates an approach that ensures a sustainable and strategic approach to top donors and prospects.
- Supervises and manages a team of eight, which includes the Events Managers, Grants Manager, Development Officer, Individual Giving, Development Officer, Membership and Annual Funds, Development Officer, Corporate and the Donor Database Administrator. Has the ability to build an effective team through collaboration; guidance; and mentoring.
- Serves as an ambassador at events that present opportunities for donor cultivation.
- Builds a pipeline of candidates for the Board of Trustees.
- Works with Trustees to engage their most promising relationships and to help them work with donors, give their own gifts, and serve as role models to other philanthropists.
- Advances an already strong fundraising event strategy to engage donors, prospects and other influential individuals of importance to the Museum.
- Builds and manages departmental budget, including revenue and expenditures.
- Initiates and implements new ideas specifically to engage promising individuals.
- Contributes to an internal culture of philanthropy
- Other duties as assigned.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.

**Traits and characteristics:**

Must be, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor humility.

**Working Conditions and Atmosphere:**

The Director of Advancement works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

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Human Resources

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Date

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Employee Signature

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Date

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Employee Print Name

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Date

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