



HONOLULU MUSEUM OF ART JOB DESCRIPTION

Job Title:	Major Giving Officer
Department:	Advancement
Supervisor:	Director of Advancement
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
Salary Range	\$75,000 to \$80,000 per year
Issue/Reissue Date	March 07, 2022

Job Summary:

Under the direction of the Director and Director of Advancement, the Major Giving Officer is responsible for developing, implementing, and managing the cultivation of the Honolulu Museum of Art major donors. The Major Giving Officer will play a critical role in increasing donor support and acts as an ambassador for Honolulu Museum of Art (HoMA) across the community. As Major Giving Officer, this role will supervise the Individual Giving Coordinator and oversee major donations for the museum..

This position is highly collaborative; working closely with public-facing departments, the Major Giving Officer ensures that the museum’s individual donor pipeline deliver transformative gifts benefiting organizational strategies and annual plans of the museum.

About HoMA, the Honolulu Museum of Art:

Opened in 1927, the Honolulu Museum of Art is a home for art and education created for the benefit of the entire community. Originally established as the Honolulu Academy of Arts, founder Anna Rice Cooke envisioned a museum that would bring people together through the power of art and “the deep intuitions that are common to all.” The museum was conceived of as a place of meaningful exchange and dialogue, celebrating the diverse artistic and cultural traditions of Hawai’i’s multi-ethnic population. From this founding intention grew the museum of today, with a world-class encyclopedic collection of more than 55,000 works of art, representing a stunning breadth of places and eras, from all corners of the globe and from the ancient past to the present day. Over the decades, the museum has become known for its strong tradition of art classes and community engagement, both inside the walls of the museum and beyond. In 2011 the Honolulu Academy of Arts merged with the dynamic and vibrant Contemporary Museum, reinvigorating the museum’s contemporary holdings, and ushering in an opportunity for renewed commitment to the art of our time. The Honolulu Museum of Art was born.

With a dynamic global art collection and a dedication to innovative exhibitions and engagement with contemporary artists, HoMA strives to create a broad range of meaningful art experiences that are inclusive and accessible. Over the past century, the museum’s permanent collection has grown from 500 works to more than 55,000 pieces spanning 5,000 years. The Museum has one of the largest single collections of Asian and Pan-Pacific art in the United States, including an unrivaled collection by artists of Hawai’i. The collection also contains significant holdings in European and American paintings, sculptures, and decorative arts; 19th- and 20th-century art; an extensive collection of works on paper, textiles, decorative arts; and traditional works from Africa, Oceania, and the Americas. Other highlights include the Samuel H. Kress Collection of Italian Renaissance paintings and the James A. Michener Collection of Japanese ukiyo-e prints. Contemporary Art from around the world has an established and growing presence in the Museum’s permanent collection.

Education has been an integral part of HoMA since its founding, and the Learning & Engagement department supports the Museum vision by advancing knowledge and fostering a thirst for creative thought, agency, and artistic excellence. Programs, which range from classes and lectures to tours and workshops, are designed to inspire and spark wonder in people of all ages and skill levels. Through Learning & Engagement initiatives, HoMA strives to instill a love and appreciation for art in children at an early age, promote a culture of lifelong learning, and foster artistic excellence and support a healthy arts ecosystem in Hawai’i.

As HoMA approaches its centennial in 2027, it is poised to embark on a new chapter guided by a renewed vision and Strategic Plan that focuses on HoMA's core purpose: to be a home for art and education that exists for the benefit of the entire community, presented in a setting that prioritizes beauty, harmony, and promotes learning, self-awareness, and connection. With acknowledgment of HoMA's history and purpose at the forefront, the Strategic Plan charts a course for HoMA's next chapter in a rapidly changing world. It will transform HoMA into a relevant and sustainable 21st century museum where people of all ages and from all walks of life will be invited in and reinforce HoMA's ability to bring the art of the world to Hawai'i and the art of Hawai'i to the world.

Minimum Qualifications:

- Bachelor's degree in business, non-profit management, marketing or related field or equivalent experience plus a minimum of 5 years (direct or equivalent) experience managing high level donor relationships with demonstrated success in closing gifts of \$25,000 and above for a non-profit.
- Ability to conceive, plan, and execute a major gifts program, including: annual giving, special events, and special projects/campaigns.
- 2 years of major giving experience.
- Understanding of annual fund, membership, and planned giving operations.
- Proficiency in Tessitura, Raiser's Edge, DonorPerfect or comparable knowledge of a CRM.
- Strong critical thinking and analytical skills.
- Must be detail-oriented and have excellent organizational skills.
- Ability to interact with the public as well as cross-departmentally.
- Must be a team player and willing to share own expertise for the good of the museum.
- Handles incoming gifts and donations in a fiscally responsible and confidential manner.
- Proficiency in Microsoft Office Applications.
- Ability to manage the duties of this position without close supervision. Be self-motivated and highly organized to initiate and to complete projects in a timely manner. Works alone, and as a team member, with Advancement and Museum staff to ensure maximum quality operations.
- Exhibits a polished presence, diplomacy, discretion, and a deep respect and understanding of the local community served by the Museum and of the Museum's vision, mission, and values.
- Ability to interface positively with high-level donors, sponsors and stakeholders.
- Possesses good judgment and is able to handle confidential information with discretion.
- Able to think independently while keeping the best interests of the Museum in mind.
- Responds calmly when problems occur and creatively seeks solutions.
- Excellent written and verbal communication skills. Excellent leadership and customer service skills with the ability to interact positively with a diverse group of people.
- Excellent organizational skills with the ability to plan practically, to think strategically, and to respond effectively to problems. Excellent time management skills, attention to detail, and the ability to work under pressure, to prioritize, and to delegate effectively.
- Ability to contribute to the growth of the Advancement department and the Museum.

Desired Qualifications:

- 7 years overall Development and Fundraising experience for a non-profit.
- 5 years major giving experience.
- Expert understanding of annual fund, membership, and planned giving operations.
- Master's degree in business or non-profit management.
- Superior critical thinking and analytical skills.
- Expert communication and organizational skills.
- Ability to travel and meet with donors during business and non-business hours.
- Prior art museum experience preferred.

Core Competencies:

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Solution-oriented
- Technology savvy

Essential Duties:

- Works with the Director and Director of Advancement to formulate (identify), cultivate, solicit, steward, and retain qualified prospects and donors.
- Maintains accurate and timely records/contact reports of all interaction with donors utilizing fundraising software.
- Oversees implementation of stewardship and recognition for all major donors.
- Establish and manage program budget and expense reporting.
- Conducts a minimum of one-hundred (100) unique donor visits per year.
- Oversees major donations to include: real estate, artwork, in-kind, and stock donations.
- Manages a portfolio of one-hundred and fifty (150) major donors.
- Works with the Director and Associate of Advancement on the continuous refinement, stewardship and expansion of major donor program.
- Develops major donor pipeline through moves management process.
- Document all activity in Tessitura database.
- Conducts major donor research utilizing WealthPoint and Tessitura.
- Prepare and submit goals that contain specific timelines, projected results, and outcomes on a quarterly basis to Director of Advancement.
- Perform other duties as assigned.

Traits and Characteristics:

- Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement.
- Needs to be a proactive problem solver.

Working Conditions and Atmosphere:

The Individual Giving Coordinator 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.

Diversity, Equity, Accessibility, and Inclusivity:

HoMA welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community of employees. We encourage applications from candidates across a wide variety of backgrounds, including, but not limited to, people of all races and ethnicities, people with disabilities, women, veterans, and all members of the LGBTQ community.

Equal Employment Opportunity:

HoMA is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. HoMA recruits, hires, trains, promotes, compensates, and administers all personnel actions and benefit programs without regard to race, color, ancestry, religion, sex, including pregnancy and gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history,

military and veteran service, victim of domestic violence or sexual abuse victim status, genetic information, or any other characteristic protected by applicable federal, state or local law.

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.

HoMA maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals. This applies to both HoMA employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b7980cd2-80fd-42e1-91b9-7e20fe629dbb&cclid=19000101_000001&type=MP&lang=en_US