

Hawaii Youth Symphony

Job Title: Development Officer

Employment Type: Full-Time

FLSA Status: Exempt

Department: Administration

Reports To: President

Job Summary

This position is charged with planning, organizing and managing a donor-centric program that acknowledges, engages and stewards donors. The Development Officer is responsible for providing strategic direction in prospecting potential donors including establishing and cultivating strong and meaningful relations with donors, constituencies and agencies that provide philanthropic support for Hawaii Youth Symphony.

The Development Officer must maintain professional relationships with a variety of constituents, including but not limited to donors, students, parents, volunteers, and administrative staff, while carrying out all required duties in a manner consistent with the policies, procedures, goals and objectives established by the Board of Directors. This person will supervise part-time staff who will assist with contributions management, and also supervise event volunteers. Many HYS events occur on nights and weekends, and the person in this position will be expected to work accordingly.

This position requires in-person, in-office work. All employees must be fully-vaccinated to comply with HYS policies and procedures for safe work environment. A valid driver's license and clean driving record are required for this position.

Salary Range: \$45,000 to \$65,000 per year

Essential Duties

- Meet annual fundraising goals per the budgeted fund development plan
- Manage all aspects of the annual fund and general contributions, ensuring accurate data entry, processing, timely completion of all acknowledgement letters.
- Develop and maintain a successful corporate, foundation, and individual solicitation program, including the development and implementation of a strategic fundraising plan.
- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with existing donors and prospective donors; manage a portfolio of 50-75 donors and prospects at any one time. Communicate regularly with current and prospective donors to build relationships and secure grants and donations, including in-kind support and donations
- Prepare or initiate preparation of all content and materials required for the following fund development activities, including annual direct mail appeal, proposals to individuals, corporations, and foundations.

- Research or initiate research and data compilation on potential donors and grant opportunities. Maintain confidential files in Blackbaud Altru for reference.

Secondary Duties

- Provide staff support to the Board's Fund Development Committee (FDC) and the Committee on Directors (COD), as directed by the President; assist committees with identifying prospects, providing prospect research/status reports, and other tasks as assigned by the President.
- Provide regular fundraising status reports and identify fundraising opportunities to President and Board.
- Participate in developing solicitation materials, case statements, and brochures; works in collaboration with other staff, consultants, and vendors to prepare reports and materials.
- Provide general office support for Blackbaud Altru as needed. This may include training other staff members to generate reports from the database
- Accurately record donations and other pertinent donor information in Blackbaud Altru and generate reports in support of donor giving trends analysis, donor prospecting, and recommendations for stewardship related activities.
- Manage and train part-time staff to accurately record contributed revenue in Blackbaud Altru.
- Works with other staff to obtain data and information in order to develop grant applications.
- Negotiates yearly renewal of Grant Agreements.
- Monitors compliance and provides support for implementation of grant-funded projects.
- Facilitates the completion of grant reports and evaluation reporting systems.
- Manages registrations for federated giving programs (e.g. AUW, CFC, GiveAloha, etc.).
- Initiates and assists in design and implementing regular donor and prospect cultivation and stewardship events ? (open houses, larger group receptions, small 1:1 meetings), etc.
- Works with the President and staff to coordinate the gala. Manages sponsorship package fulfillment and event donations.
- Solicits in-kind donations for various events; manages auctions, drawings, and online/mobile bidding platforms.
- Solicit vendor discounts and in-kind donation across all departments for various needs.
- Vets, trains, and manages event volunteers and interns. Ensures work is completed satisfactorily and timely; coordinates appropriate levels of acknowledgement.
- Attend and participate in professional development activities, staff meetings, board/committee meetings as assigned, and 1:1 meetings.
- Develop relationships with key staff and volunteers in order to continually identify prospective donors.
- Recommend improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus timely addresses appropriate needs with supervisor.
- Stay abreast of philanthropic trends in local, regional, and national communities and among peer organizations.

- Other duties as assigned.

Supervisory Responsibilities

Directly supervises 2 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

Minimum of a bachelor's degree in marketing, communications, donor relations, or nonprofit administration, from an accredited institution.

At least five years of professional experience; three or more years fundraising for a nonprofit organization is required. Experience in grant management is a plus.

Experience with, or willingness to learn Altru by Blackbaud and Microsoft 365. Must possess excellent spreadsheet skills. Experience with Wordpress a plus.

Appreciation for classical, orchestral, jazz, or improvised music a plus.

Able to set priorities; keen analytic, organization and problem-solving skills.

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a fast-paced work environment.

Commitment to professional development and best practices.

Personal qualities of integrity, credibility, and dedication to the mission of Hawaii Youth Symphony.

Behavioral Characteristics

- Integrity -- Job requires being honest and ethical.
- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Service Orientation -- Actively looking for ways to help people.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

- Stress Tolerance -- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Coordinating the Work and Activities of Others -- Getting members of a group to work together to accomplish tasks.

Language Skills

- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Reasoning Ability

- Fluency of Ideas -- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Flexibility of Closure -- The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Analytical Thinking -- Job requires analyzing information and using logic to address work-related issues and problems.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judging the Qualities of Things, Services, or People -- Assessing the value, importance, or quality of things or people.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

Mathematical Skills

- Intermediate skills -- Ability to calculate discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills

- Applications to enter, access and retrieve data such as Blackbaud Altru
- Spreadsheet software such as MS Office Excel, Google Sheets
- Word processing software such as MS Word, Google Docs
- Knowledge of Wordpress and HTML a plus

Certification and Licensing

- Valid driver's license and personal vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to talk or hear.
- occasionally exposed to stand; walk; sit; reach with hands and arms.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to outdoor weather conditions.

The noise level in the work environment is moderate noise.

Please apply at: <https://www.hrsymphony.com/hrs/route/position/1827/H8UL>