



3599 Wai'ala'e Ave., Rm. 25 • Honolulu, HI 96816 • Phone (808) 732-5402 • hihumanities.org

Development and Community Engagement Officer

Hawai'i Council for the Humanities is looking for a genuine community builder passionate about the humanities in Hawai'i, who can help us grow our fundraising and community connections using creative and meaningful methods. The position of Development and Community Engagement Officer would work with the executive director and communications staff to build enthusiasm, relationship, and financial support for our nonprofit organization and our major community programs (statewide youth history program, humanities conversation programs in prisons and in outside community, community grantmaking for humanities projects).

Our mission is to connect people with ideas that enrich lives, broaden perspectives and strengthen communities.

Our organizational values:

- *Our ideas of the humanities are grounded in Hawai'i's people and places
- *Kuleana to our communities' histories and futures
- *Courage to dive deeply into important questions and ideas
- *Brave and safe space for diverse voices and experiences to actively share and listen
- *Create connections that strengthen our communities' resilience and ability to change

Application Deadline: September 25, 2020, or until position has been filled

Start Date: October 16, 2020

Full-time exempt position (40 hours); occasional evenings and weekends

Starting salary and benefits: \$47,000 with health, dental, vision, PTO, holidays, retirement benefits, and opportunity for regular professional development

KEY DUTIES:

- **Genuine and humble community-building:** continuously assess our existing network of community relationships. Strengthen and diversify our community support through a variety of creative methods that include--mail and virtual campaigns, new sponsorship programs, solicitation of in-kind vendor donations for program events, one-on-one meetings, organizing meaningful engagement events in line with our mission and values, and truly saying *thank you*. 70% of work time spent "on the ground," meeting with diverse communities, attending our programs, and fully listening and learning and contributing and growing.
- **Meets strategic goals for fundraising growth:** work with executive director to establish and meet clear and measurable fundraising and engagement goals in line with our organizational strategic plan. Collaborate with other staff on engagement campaigns.

- Keep impeccably organized records of support: Maintain a consistent database of donations, volunteer time, in-kind support, and generate relevant reports for grant compliance and other purposes. Maintain records of sensitive financial and personal information with integrity. Perform regular data reconciliations with finance and office manager.
- Communicate in inspiring and memorable ways: communicate in ways that resonate with the heart of our work and express the value of the humanities with freshness and relevance, and for local and national audiences. Will assist the executive director in researching and writing grants, final reports, appeal letters, and other materials. Can speak out front at our community events with warmth, ease, and confidence.

Minimum Qualifications and Attributes:

- Experience in authentic community-building, and a record of building trust with various communities in Hawai‘i. A knowledge and curiosity about language(s), cultures, and histories important to this place, and a clear love and commitment to Hawai‘i nei.
- Stand-out writing and communication skills. Able to express the “why” in a genuine and memorable manner.
- Welcoming. Able to develop meaningful relationships with people of diverse backgrounds and identities, and to create space where everyone feels cared-for and heard. A thoughtful listener. A commitment to thinking about who is not in the room and to broaden the definition of “us.”
- Strategic thinker that takes initiative. Proven ability to set creative and ambitious goals, execute, and critically evaluate and self-assess progress.
- Innovative thinker about wealth, gratitude, and the power of connection. Agile and creative ideas for fundraising. Enthusiastic about meeting new people and finding new connections and possibility.
- Experience with database management.
- Experience with social media platforms and other communication media.
- Ability to travel throughout our pae ‘āina, when safe to do so.
- Bachelor’s degree from an accredited institution.

TO APPLY, please email the following information to jobs@hihumanities.org:

- Cover letter explaining your interest in this position and our organization.
- Resume or CV.
- Sample of outreach materials (i.e., appeal letter, fundraising campaign) you have created.
- One-two letters of recommendation.

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Hawaii Council for the Humanities is an Equal Opportunity Employer

Please visit us at <https://hihumanities.org>