



HONOLULU MUSEUM OF ART JOB DESCRIPTION

Job Title:	Major Giving Officer
Department:	Advancement
Supervisor:	Associate Director of Advancement
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
Issue/Reissue Date	April 14, 2021

Job Summary:

Under the direction of the Director and Associate 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 and oversee major donations (donations of \$25,000 and greater).

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 \$10,000 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.

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:

- Works with the Director and Associate 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 Associate Director of Advancement.
- Perform other duties as assigned.

Traits and Characteristics:

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement.

Working Conditions and Atmosphere:

Works in a normal office environment as well as moving around the entire museum when checking volunteers and events. Ability to walk on uneven surfaces, climb stairs, stoop, reach with hands and arms, sit at a computer for extended lengths of time, use fingers to manipulate a computer keyboard. Must be able to hear normal conversations in person and on the telephone. Vision requirements are the ability to see near and far, recognize people, and see a computer terminal. Ability to push, pull, lift and carry up to 20 pounds. Ability to work some evening and weekend hours.

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, reproductive health decisions, 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.

To Apply:

<https://honolulumuseum.org/employment/>

Contact Information:

Budd Lauer, Director of Advancement, blauer@honolulumuseum.org or (808) 532-8715.

Salary Range:

The salary range for this position is \$50,000 to \$60,000 per year.

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