Job Title: Director of Strategic Partnerships
Department: Advancement
Supervisor: Chief Advancement Officer
Employment Status: Full-Time
FLSA Status: Exempt
Pay Range: $80,000 to $90,000 per annum
Work Hours: Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
Issue/Reissue Date: 05/11/2023

To apply, please visit https://honolulumuseum.org/employment/

Job Summary:
Under the direction of Chief Advancement Officer, the Director of Strategic Partnerships serves as the primary relationship manager for the museum’s portfolio of priority corporations, corporate foundations, CEOs/executives, and other high-impact organizations and individuals. The Director of Strategic Partnerships plays a key role in growing the Museum’s programmatic and operating support through corporate partnerships and is responsible for fundraising from a portfolio of corporate donors and prospects typically giving five- and six-figure gifts. The DSP’s focus is on expanding the Museum’s strong existing donor relationships through proposal and report writing, high touch moves management, and execution of high-level stewardship deliverables. This position works closely with Chief Communications Officer to leverage corporate and in-kind media as well as travel and hospitality partnerships to inform and add value to the annual marketing strategy while expanding tourism and visitor audiences to advance museum goals. The Director of Strategic Partnerships also oversees the Grants and Events teams and ensures that all fundraising events and initiatives are in alignment with HoMA’s mission and goals.

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 administration, marketing, or related field.
- 8 years of overall development and fundraising experience for a non-profit, with 2 years in major gifts and corporate partnership.
- 2 years of experience as a supervisor and program manager or director.
- Ability to: establish fundraising priorities; achieve annual fundraising goals; maintain contact with major donors, board members, and corporate and foundation leaders.
- Knowledge of writing and reviewing contracts and agreements, including planned giving contracts, personal wills, and corporate sponsorships.
- Proficiency in Tessitura, Raiser's Edge, DonorPerfect, or comparable CRM.
- 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.
- Ability to handle 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; work alone or as a team member with Advancement and Museum staff to ensure maximum quality operations.
- Ability to interface positively with high-level donors, sponsors, and stakeholders.
- 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, think strategically, and respond effectively to problems. Excellent time management skills, attention to detail, and the ability to work under pressure, prioritize, and delegate effectively.
- Ability to contribute to the growth of the Advancement department and the Museum.

Desired Qualifications:
- 10 years overall Development and Fundraising experience for a non-profit.
- 5 years of corporate relations experience.
- 5 years of experience as a supervisor and program manager/director.
- Expert understanding of corporate sponsorship and donor relations.
- Juris Doctorate or master's degree in business administration.
- Superior critical thinking and analytical skills.
- Expert communication and organizational skills.
- Prior art museum experience desired.

Essential Duties:
- Designs, implements, and manages a comprehensive, proactive strategy to expand corporate and corporate foundation relationships.
- Collaborates with the Chief Advancement Officer, curatorial and program staff, and Trustees on targeted prospecting, cultivation, and stewardship of corporate relations and institutional giving. Forges new partnerships internally and externally to expand Advancement programs and increase revenue.
• While managing a portfolio of corporations and corporate foundations, acts as an externally facing fundraiser working to develop relationships with program officers and executives. Works collaboratively across the entire organization to manage and enhance a program that will expand its network of funders and strategically develop new prospects through proactive outreach.
• Working with the Chief Advancement Officer, sets annual revenue goals for institutional giving, monitoring progress and adjusting plans as necessary.
• Manages the Grants team and helps them develop a proactive strategy for foundation support. Coordinates with the team to ensure grant goals and objectives are completed within established timelines.
• Maintains the highest levels of accountability and compliance standards for donors and funding sources.
• Manages the Events team to ensure HoMA events are generating revenue and aligned with mission. Oversees a calendar of events to achieve strategic goals aligned with scheduled exhibitions.
• Travels during business and non-business hours to meet with donors as appropriate.
• Collaborates with the Finance department tracking revenue and expenses.
• Employs financial data, fundraising reports, and technology to analyze Advancement team efforts, set goals, and implement improvements.
• Represents the Museum to stakeholders, as necessary, including Trustees, volunteers, donors, members, contractors, and vendors.
• Identifies new corporate sponsorship leads and Initiates contact with prospective corporate partners, including setting up introductory calls and meetings and managing ongoing correspondence and relationships.
• Works closely with the Chief Advancement Officer to design, plan, and execute a vibrant and creative strategy to increase support from key contributors in the community to broaden the Museum's base of support.
• Writes corporate and corporate foundation contracts.
• Maintains high-quality stewardship process for active corporate prospects and donors.
• Utilizes WealthPoint and Tessitura to conduct daily prospect research.
• Other duties as assigned.

Working Conditions and Atmosphere:
The Director of Strategic Partnerships 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.

The employee must be able to fulfil all Essential Duties with or without a reasonable accommodation. This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

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.