



Job Description – Director of Major Gifts

Exempt or Non-Exempt:	Exempt
Full-time or Part-time:	Full-time
Regular or Temporary:	Regular
Salary:	75k to 90k
Bargaining or Non-Bargaining:	Non-Bargaining
Department:	Resource Development
Reports To:	Vice President of RD & Donor Relations
Minimum Days Required in the Office per Week. This minimum is subject to change per department needs and at the direction of the supervisor. The requirement is expected to be higher for new employees during their first 6 months of trainings.	4

About Aloha United Way

Aloha United Way is a non-profit agency that has been serving Oahu for over 100 years. We bring resources, organizations, and people together to advance the health, education, and financial stability of every person in our community.

Leading With Equity

We believe that diversity, inclusion, equity, and justice are essential for a healthy society. It is our responsibility to actively practice and promote these values and condemn all forms of discrimination in our daily work.

Aloha United Way recognizes the impacts of colonialism, structural racism, ethnic discrimination, and other forms of oppression that have had significant and disproportionate influences on generations of people in Hawai'i. We acknowledge that these inequities are the result of systems and practices that have contributed and continue to contribute to persistent disparities. Each community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

Aloha United Way funds impact-based programs to improve the socio-economic status, health outcomes, education, and overall well-being of Native Hawaiian and other historically marginalized communities, and is committed to working with community partners to co-create solutions with Native Hawaiian, Black, Indigenous, and People of Color (BIPOC) that dismantle these systemic inequities and create an equitable and just Hawai'i where everyone has access to the resources, support, opportunities and networks needed to thrive.

Equal Opportunity Employer

Aloha United Way is an equal opportunity employer and committed to building an organization that is diverse, and a work environment that is safe and inclusive for all employees. We recognize that generations of Native Hawaiians, people of color, people from working class

backgrounds, women, and LGBTQ+ people have been marginalized. Because we believe that these communities must be centered in the work we do, we strongly encourage applicants from these identities to apply. Candidates from all spectrums of race, ethnicities, national origins, ages, sexual orientations, gender identities, religions, socio-economic backgrounds, and levels of physical abilities are welcome to apply, regardless of experience and preferred qualification criteria.

About the Role

Reporting to the Vice President of Resource Development and Donor Relations the primary responsibility includes managing the overall success of Major Gifts (Aloha United Way's Tocqueville Society) and Planned Giving (Anuenue Legacy Society) programs. Develops strategies, programs, and campaigns, is responsible for successful execution to achieve revenue goals, and accomplishes this through sustained growth and development of Aloha United Way's donor base. This dynamic individual must have a working network of donors in Hawaii and be able to cultivate current and new support!

Essential Duties and Responsibilities

- Plans, organizes, provides direct support and management of Tocqueville Society members and activities including projects, special initiatives, and special events and fundraisers. Provides timely and excellent one-on-one donor-centric or customer service to Tocqueville Society members to ensure their satisfaction with the donation/designation process.
- Assists with creating, implementing, and monitoring of a sustainable Legacy Giving Program.
- Develops and maintains databases and financial tracking systems for Tocqueville Society and Anuenue Legacy Society. Monitors and manages reports of Tocqueville and Legacy pledges and special events submitting internal reports as required on a timely basis.
- Assists on developing fundraising strategies and tools, goal setting, developing timetables and work plans for a successful major gifts campaign.
- Assists in all Aloha United Way initiatives, projects and events as needed and serves on various committees as requested.
- Assists with campaign functions, attend campaign meetings and special events.
- Ability to have and maintain strong and established relationships in the local Hawaii community.
- Performs other duties as assigned.

Preferred Qualifications

Skills/Knowledge

- Working knowledge of the principles, practices, and trends in fundraising.
- Has a growth mindset and is open to change and continuous process improvement.
- Sales, marketing and public speaking experience helpful.
- Experience with fundraising database systems and processes, campaigns, communications, and information technology (IT).
- Proficient in Microsoft office software: Word, Excel, Power Point, Teams and Outlook.
- Able to perform varied assignments with initiative, independence and judgment.

- Able to conduct research, analysis, prepare reports and make recommendations for the campaign.
- Must have excellent interpersonal and communication skills and ability to communicate both orally and in writing.
- Ability to actively contribute as a team member.
- Able to work on concurrent assignments and meet deadlines.
- Able to perform physical work which includes lifting, moving and carrying items of 25 lbs.

Education/Experience

- Graduation from an accredited college or university, preferably with a major in business administration, public administration, communications, or computer science preferred.
- Minimum of two (2) years of successful fundraising in related nonprofit services preferred, or any combination of education and experience which would provide the knowledge, skills and abilities to perform the essential duties of this position.

Other Requirements

- Must possess a valid driver's license and a functioning automobile for daily use.

Required Qualifications

- Must be authorized to work in the United States
- Must have a car to drive for the job and have drivers insurance
- Must be able to pass a background and drug test
- Must be located in Hawaii or have pre-existing plans to be in Hawaii

What We Offer

A collaborative environment where each member is dedicated to supporting a community focused on creating lasting change. Your continuous learning and growth are encouraged and your successes and contributions are celebrated in a supportive but fast-paced and outcome-oriented team environment.

How to Apply

Please submit a cover letter and resume for consideration to jgreen@auw.org
All submissions will be reviewed and only qualified candidates will be contacted.
No phone calls please.

Benefits and Compensation

- Full 100% Medical Coverage
- 85% Medical Coverage for Dependents
- Medical Coverage includes:
 - Dental
 - Vision
 - Massage
 - Chiropractic
 - Acupuncture
- 401k and ROTH Plans with up to 4% Company Match

- 15 Paid Vacation Days
- 15 Paid Sick Time Days
- 14 Paid Company Holidays
- Monthly Paid Volunteer Hours
- Life Insurance
- Short and Long-term Disability Insurance
- Long-term Care Insurance
- Identity Theft Protection Insurance
- Ergonomics Reimbursement
- Employee Assistance Program
- Access to Remote Learning, Development, and Training Certifications
- Employee Discounts and Perks
- Incentive upon exceeding organization goals.

****Benefits are subject to a waiting period.

2/20/2024