**Job Summary:**

Responsible for the development, implementation and evaluation of a comprehensive program that acknowledges and appropriately recognizes the generous support received from donors. Ensures that the program informs, engages, and acknowledges the impact of private philanthropic support through annual and major gifts, and that donors are stewarded in a thoughtful, timely and ethical manner. This includes annual financial reporting, marketing communications, personalized correspondence, event management, presentations, signage and recognition. Builds and maintains productive working relationships with a variety of departments organization wide (KS) and staff and donors to provide strategic management of donor recognition and cultivation. Creates a quantitative and qualitative measurement system to evaluate effectiveness and success of program.

**Essential Responsibilities:**

- Design, implement and evaluate a comprehensive donor relations and stewardship program.
- Understand and integrate strategic priorities for the organization and Advancement/Pauahi Foundation into the development of the program.
- Clearly and persuasively communicate the impact of philanthropic gifts and the organization's key strategic priorities and messaging.
- Plan and implement the program which will include overseeing donor acknowledgement: stewardship meetings, events and reports.
- Assists in creating communication impact pieces like the annual report, annual fund statements, and monthly fund balances.
- Review, maintain and provide analysis and recommendations on funds in collaboration with KS internal groups such as Finance and Scholarships.
- Understands the scholarship fund management and financial implications for the scholarship process.
- Oversee and be responsible for reporting and adhering to project budgets.

**Position Requirements:**

Minimum Qualifications - A combination of education and experience may be substituted for the requirements listed.

- Bachelor’s degree.
- Minimum 3 years of related work experience.
- Highly organized and able to manage multiple tasks concurrently.
- Excellent writing and oral communication skills.
Position Requirements (continued):

- Committed to the mission and values of the Kamehameha Schools.
- Good understanding of the office systems used at the Kamehameha Schools.
- Knowledge of Alumni and Development Functions, preferably in an educational organization.
- Skill in communicating persuasively and with extreme diplomacy and discretion, both orally and in writing, with a variety of external constituencies about the impact of private philanthropic gifts and the organization’s key strategic priorities and messaging.
- Skill in building and maintaining productive working relationships with a variety of constituencies, internal and external.
- Well organized, focused, goal-oriented, resourceful and intuitive, with an extremely strict attention to detail.
- Prior experience managing a budget; proficiency with CRM systems.

This is a Full-Time opportunity which offers excellent benefits and a starting salary ranging from $85,000 to $108,000 per year. Position is located at Kawaiahaʻo Plaza in Honolulu, Hawaiʻi. Applicants must be located on Oʻahu, Hawaiʻi or willing to relocate.

How To Apply:

Interested applicants must apply online. Visit our website at http://www.ksbe.edu/careers and click on “Search Job Openings” or view the full job description and apply for this position here: https://ksbe.wd1.myworkdayjobs.com/en-US/External/job/Manager--Major-Gifts_JR-02315. The position is open until filled. *Sorry, no resumes accepted via email, mail or fax.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us at hr@ksbe.edu or 808-534-8040 if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

We want to help you find the perfect role with our ‘ohana!

Explore current career opportunities at Kamehameha Schools and find job seeker resources on our Get Ready to Apply page. Go to www.ksbe.edu/careers or use the QR code below:

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