

THE SALVATION ARMY
HAWAIIAN & PACIFIC ISLANDS DIVISION
JOB DESCRIPTION
EXECUTIVE DIRECTOR OF DEVELOPMENT

Department: Development
Position Title: Executive Director of Development
Supervisor: Divisional Commander
FLSA Status: Full time, Exempt
Date: January 2021

General Statement: The Salvation Army is a branch of the Christian Church, and the goal of all programs is a spiritual regeneration of all people.

MISSION STATEMENT: The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by love for God. Its mission is to preach the Gospel of Jesus Christ and meet human needs in His name without discrimination.

JOB SUMMARY: The Executive Director of Development provides leadership and vision for The Salvation Army's comprehensive development program including annual, major, and planned gifts, special events, digital fundraising, direct mail, foundation grant writing and capital campaigns. Additional duties include the functions of volunteer management, development of collateral materials, gift recording, and donor acknowledgement. The Executive Director of Development oversees the direction of fundraising activities including donor cultivation, solicitation and stewardship. This position is in the range of 80k to 130k

In collaboration with the Division Leadership and Advisory boards serves as the chief strategist in the formulation and execution of a comprehensive effort to promote a culture of philanthropy supporting the work of The Salvation Army in the State of Hawaii.

ESSENTIAL QUALIFICATIONS

- A Bachelor's degree is required. Higher degrees and/or professional fundraising certifications preferred.
- 10+ years of professional fundraising experience preferred with five years of management experience overseeing a comprehensive development program (annual fund, major gifts and planned giving; digital fundraising, special events and capital development) and supervising a staff team.
- Proven tangible experience of having expanded and cultivated existing major donor relationships over time.
- Ability to construct, articulate and implement annual strategic development plan.
- Experience working with high-level volunteers and ability to cultivate long-term positive working relationships with volunteers.
- Valid Hawaii driver's license

ESSENTIAL FUNCTIONS:

1. Supports the philosophy, values, and mission of The Salvation Army.
2. Leads the overall fundraising strategy, including annual fund, major gifts, direct mail, planned to give, special events, digital fundraising, grants and capital campaigns as set forth by The Salvation Army's strategic plan;
 - Prepares an annual Development Plan that establishes qualitative and quantitative goals. Reports progress and provides assessment and analysis on a regular basis.
 - In conjunction with the Director of Planned Gifts, develops a planned giving program.
 - Oversees the execution of a comprehensive marketing/communications program designed to effectively communicate the impact of The Salvation Army's programs and services to donors and the broader Hawaii community;
 - Supports successful planning and execution of capital and endowment campaigns, working with consultants and leadership volunteers as needed along with internal leadership, development staff and other key stakeholders.
 - Oversees the effective and efficient planning and execution of development events, such as the Army of Hope Gala and other development activities;
3. Leads and inspires a team of development professionals who make successful and lasting contributions to The Salvation Army's mission and strategic plan;
4. Establishes practices in coordination with Territorial Headquarters with regard to effective and appropriate management of development data and records;
5. Contributes professionally as an essential participant on the divisional leadership team under the direction of the Divisional Commander (or designate), attending Command Finance Council (CFC) meetings and collaborating with leadership to advance the mission of the Army through development work;
6. Collaborates with the Divisional leadership and key members of the Advisory Board to establish annual development objectives in the areas of fund raising, communications, and board development. For each of these areas the responsibilities are:
 - Plans and executes aligned strategies for meeting development objectives;
 - Develops and tracks measurable outcomes;
 - Assigns responsibilities and provides guidance, inspiration, supervision and evaluation of development staff;
 - Develops and manages budgets in areas of responsibility;
 - Serves as liaison with the Advisory Board Development Committee and other committees or task forces as requested;
 - Supports board members and other leading volunteers in development activities, managing engagement of and strategy regarding prospects for major Salvation Army priorities;

7. Serves as primary staff liaison to the Honolulu Advisory Board, alongside officer leadership, deploying staff as needed to effectively and support successful board communications, meetings, committees, events and projects.
8. Represents The Salvation Army at community events;
9. Performs other related duties as assigned.

SKILLS/TECHNICAL KNOWLEDGE

1. Passion for The Salvation Army's mission.
2. Conscientious in execution of duties with a strong attention to detail.
3. Proficient in Microsoft office (Word, Excel, PowerPoint and Outlook).
4. Ability to effectively lead and manage staff and volunteers.
5. Strong communication skills, both written and oral.
6. Maintains a results-oriented mindset to effectively work with staff and constituents at all levels.
7. Ability to influence and engage a wide range of constituents and build long-term relationships.
8. Ability to work collaboratively and engage productively with volunteers, donors, board members, division leadership, and corps staff.
9. Ability to work independently without close oversight and as a member of a team exercising initiative and judgement.
10. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
11. Ability to maintain confidential information, including donors, contributions, and all constituent information.
12. Commitment to continued professional growth and development in order to maintain and upgrade relevant knowledge, skills, and abilities.
13. Ability to travel locally, regionally and nationally.
14. Ability to work weeknights and weekend activities and events.

OTHER FUNCTIONS:

Performs other duties as assigned.

MENTAL DEMANDS:

- Work under stressful conditions
- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner
- Respond to crisis situations in a calm and effective manner
- Ability to prioritize and complete projects on schedule
- Work independently, with limited supervision
- Maintain confidentiality

PHYSICAL DEMANDS:

The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying 25-50 pounds and occasionally more than 50 pounds; traveling by airplane.

COMMUNICATION DEMANDS:

The position requires talking to co-workers, clients, vendors; requires written communication to and from co-workers, clients, vendor; talking on the telephones; requires responding to written or verbal requests of co-workers, clients, and vendors; requires training/giving verbal and written instructions; requires receiving verbal and written instructions; requires writing/composing written language; requires reading; requires visiting/working at other worksites; requires communication via the latest technologies

EQUIPMENT NEEDS:

Use office equipment such as computers, photocopiers, scanners, calculators, etc.

DESCRIPTION OF WORK ENVIRONMENT:

Office will be indoors at 2950 Manoa Road, Honolulu. Attendance at trainings and meetings, both in Hawaii and on the mainland is required.

NOTES:

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Interested parties must apply online to be considered an applicant .

Please visit our website <https://hawaii.salvationarmy.org/hawaii/jobs#collapse5> and https://westernusa.salvationarmy.org/usw_thq/careers/ for other employment opportunities.

Equal Employment Opportunity Employer. Minorities/Women/Veterans/People with Disabilities.