

#23-07 Vice President Philanthropy

DEV DEV, Full Time, Oahu

As a member of the executive management team, the Vice President Philanthropy (VPP) helps to set the direction of Catholic Charities Hawai'i and fosters a culture of philanthropy within CCH. The VPP translates broad goals into achievable steps; manages detailed, complex concepts and problems; makes thoughtful decisions regarding management and fund development issues; nurtures strong and appropriate relationships with staff, board members, volunteers and donors. The VPP is responsible for designing and implementing comprehensive fund development programs that are in alignment with CCH's strategic plan which includes responsibility for the annual fund, corporate and foundation relations, major gifts, gift planning, capital campaigns, constituent engagement and stewardship. The VPP provides leadership and supervision of the development and volunteer/community engagement team – managing to meet expected results and outcomes. The VPP must demonstrate an active commitment to Catholic Charities Hawaii's mission and strive to incorporate the organization's four core values in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Serves as a member of the CCH executive team and actively participates in making strategic decisions, which advances the mission, vision, short and long-term goals of CCH.
- Ensures that philanthropy and fund development are performed in keeping with CCH's values and mission and are in alignment with its strategic vision and plans.
- Facilitates the relationship and open communications between the development and marketing programs with the agency's programs and finance.
- Maintains close working relationships with the development committee chair and members as well as other key board members and corporate volunteers.
- Provides leadership in creating and implementing CCH's overall strategic plan and is responsible for developing, monitoring, executing and assessing strategic plan initiatives directly associated with fund development.
- Maintains an active portfolio of major gift prospects and secures major, capital and planned gifts to meet overall development goals.
- Designs, develops and executes development plans that utilize best practices in annual, major and planned giving programs to meet fundraising goals. Develops new fund development programs to strengthen the financial resources of CCH.
- Assures the development program's sound fiscal operations, which includes creating and monitoring the annual income and expense budget and providing timely and accurate development activity reports.
- Establishes performance measures, monitors results and with the CEO evaluates the effectiveness of CCH's fund development program.
- Provides general oversight of all fund development activities; manages the day-to-day operations and staff; monitors outcomes and impact.

- Oversees the maintenance of donor and prospect records, gift management systems and ensures that regular reports and analyses are provided to the CEO and development committee.
- Directs the implementation of the communications plan (developed by outside consultant). Provides guidance and oversight to development and communications manager; establishes accountabilities and evaluates performance.
- Selects, trains and leads fund development personnel. Establishes accountabilities for staff and evaluates performance regularly. Helps recruit and develop fund development volunteers.
- Serves as a representative of CCH in the community - with local leaders, organizations, business, corporate partners, parishes and other leaders to build relationships that closely link the community with CCH.
- Keeps informed of new developments in philanthropy and fund development as well as the not-for-profit sector. Informs the CEO, leadership team and the appropriate committees on current trends, issues, problems and activities.

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Writing and/or editing copy for public speaking or publications of CEO and other CCH speakers;
- Oversee and coordinate grant writing (to foundations and other private entities);
- Evaluate and implement agency and department procedures, ensuring all services provided are in accordance with agency/department's guidelines;
- Attends and participates at in-service training, all staff meetings, and individual supervision, as scheduled; and,
- Recommends improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus addresses appropriate needs with supervisor in a timely manner.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree from an accredited college or university with a minimum of seven (7) years of demonstrated development experience in a professional position, including strategic planning and development and cultivation of multiple donor sources.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

DEADLINE TO APPLY: February 1, 2023