

#23-43 Director Major Gifts/Planned Giving ***DEV DEV, Full Time, Oahu***

The Director Major Gifts/Planned Giving is responsible for providing strategic direction in prospecting potential donors including establishing and cultivating strong and meaningful relations with donors, constituencies and agencies that provide philanthropic support for Catholic Charities Hawai'i. This position is charged with planning, organizing and managing a donor-centric program that acknowledges, engages and stewards donors. The Director Major Gifts/Planned Giving also implements a planned giving program and cultivates potential PG donors. They 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 & RESPONSIBILITIES include but not limited to the following:

- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with existing donors and prospective donors
 - Develops a personalized plan for each donor/prospect that includes: individual goals based on the donor's history of giving and knowledge of that donor's potential; a timeframe in which to move the donor/prospect through the engagement and solicitation cycle; proper acknowledgement, recognition, and stewardship.
 - Manages a portfolio of approximately 75 donors and prospects at any one time
 - In consultation with the CEO & VP of Philanthropy provides regular updates noting progress and challenges.
- Implements a planned giving program to educate and attract planned giving donors.
- Works collaboratively with other staff to prepare reports and prospect research materials, participates in developing solicitation materials, case statements, and brochures.
- Initiates and assists in design and implementing regular donor and prospect cultivation and stewardship events – these include a range of activities, i.e., larger group receptions, small 1-1 meetings, etc.
- Implements techniques and develops relationships with key staff and volunteers (leadership and program staff; development committee; campaign committee; board members, etc.) in order to continually identify prospective donors.
- Regular, attendance required.

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

- Manages volunteers and interns directly reporting to such position.
- Provides support for Raisers Edge database as needed. This may include accurately recording donations and other pertinent donor information and generating reports from database in support of donor giving trends analysis; donor prospecting and recommendations for stewardship related activities.
- Evaluate and implement agency and department procedures, ensuring all services provided are in accordance with agency/department's guidelines;

- Attend and participate in-service training, all staff meetings, and individual supervision, as scheduled; and,
- Recommend improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus timely addresses appropriate needs with supervisor.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in Business Administration or related field with four (4) years demonstrated success in fundraising, planned giving, marketing, communications, and/or public relations strongly preferred. Additional three (3) years of demonstrated success in fundraising, marketing communications, and/or public relations required as a substitute for a Bachelor's degree.

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

DEADLINE TO APPLY: June 9, 2023