

#25-45 Director Major Gifts and Donor Engagement

DEV / DEV, Full Time, Oahu

The Director of Major Gifts & Donor Engagement is responsible for providing strategic direction in identifying and cultivating prospective donors, and for establishing strong, meaningful relationships with individuals, constituencies, and agencies that provide philanthropic support to Catholic Charities Hawai'i. This position leads the planning, organization, and management of a comprehensive, donor-centric program focused on acknowledging, enhancing engagement and stewarding donors through impactful experiences, and strategic outreach. A key responsibility is helping to meet revenue goals and guiding prospects to higher levels of giving. The Director also develops and implements a robust planned giving program, cultivating and managing relationships with prospective planned giving 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.
- Regularly drive to off-site locations to support business operations and coordinate logistics.
- Regular, attendance required.

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

- Manages volunteers and interns directly reporting to such position;
- Traveling within the state as needed;
- Provides support for Blackbaud 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. Blackbaud Raiser's Edge experience and Certified Fund-Raising Executive (CFRE) a plus.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$85,000.00-\$100,000.00

DEADLINE TO APPLY: May 31, 2025

*Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>*