



JAPANESE CULTURAL CENTER OF HAWAI'I POSITION DESCRIPTION: SENIOR DEVELOPMENT MANAGER

REPORTS TO: President & Executive Director

STATUS: Exempt

SALARY: \$50,000 - \$65,000 DOE

POSITION SUMMARY: Under the direction of the President & Executive Director, the Senior Development Manager is responsible for implementing engagement and fundraising strategies to enhance and grow revenue with current and prospective donors while building a strong culture of philanthropy throughout the Japanese Cultural Center of Hawai'i (JCCH) and larger community. The Senior Development Manager will carry out the development functions of developing and cultivating relationships necessary to secure financial resources for JCCH's ongoing programs. The Senior Development Manager will support the annual giving operations including corporate and individual relationships and will assist with all aspects of donor compliance, records management, and assessment in monitoring federal and state laws regarding non-profits. This position will also manage donor relations as it relates to scholarships and endowment funds.

PRIMARY DUTIES:

- Work with the Executive Team to determine the financial needs of the JCCH and establish goals for the development function respective to those needs while developing a culture of philanthropy throughout the JCCH community.
- Works with development consultants to devise and execute an overall JCCH fundraising strategy.
- Responsible to manage a portfolio of constituents to obtain annual financial and face-to-face goal to further advance the mission of the JCCH.
- Coordinate fundraising efforts to ensure that donor solicitation is handled appropriately.
- Implements and leads a successful and integrated donor relations program that strategically targets all levels of giving as defined by the Executive Team.
- Provides cultivation and stewardship assistance to individual donors and prospects.
- Assists with creating and executes innovative programs and projects to thank and steward donors; ensures the external reporting to donors on endowments.
- Tracks donor relations and stewardship activities to enhance relationships and move donors through the relationship pipeline / donor cycle.
- Oversees the compliance of the department to include policies and procedures, records management, records retention, and monitoring federal and state laws regarding nonprofits.
- Oversees and monitors assessment measurements and analysis for policies and procedures, fiscal and gift acceptance, data governance and data security.
- Provide support with the maintenance of donor files and generate appropriate acknowledgement correspondence and receipting.
- Effective database management and reporting
- Works directly with the Executive Team to create solicitation and year-round engagement strategies to retain current and attract new donors.
- Cultivate a culture of philanthropy by providing professional and courteous assistance and interaction with donors (via phone, computer, and face-to-face.)
- Assists in the planning, publicizing, and coordination of special events and activities.
- Other duties as may be assigned. This could include but is not limited to assisting with administrative office responsibilities (phone, mail, etc.), helping programs with program implementation concerns,



and working with the Executive and Management Teams on agency administration issues and concerns.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent education and experience.
- Knowledge of the Japanese American experience in Hawai'i and passion for preserving and teaching the history of Japanese Americans in Hawai'i.
- 3+ years of fundraising/fund development experience
- 1+ years of staff management experience
- Strong computer literacy
- Proficiency in using computers, Excel, Word, and CRM.
- Excellent oral/written communication skills
- Excellent time management and organizational skills

PREFERRED ADDITIONAL QUALIFICATIONS:

- Master's degree in related field
- CFRE certification
- Grant writing and management experience
- Nonprofit management experience, including management of direct reports
- Able to speak and read Japanese

ADDITIONAL REQUIREMENTS

- Valid Hawaii Drivers' License
- Auto Insurance
- Access to a registered and insured automobile
- Criminal background clearance
- Ability to work on occasional nights and weekends depending on event schedule

PHYSICAL REQUIREMENTS: The physical demands described below represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

APPLY: Send cover letter and CV to gyotoku@jcch.com RE: JCCH Senior Development Manager

JCCH is an Equal Opportunity Employer. JCCH does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.