



## JAPANESE CULTURAL CENTER OF HAWAI'I POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT

**REPORTS TO:** President & Executive Director

**STATUS:** Exempt

**SALARY:** \$70,000 - \$90,000 DOE

**POSITION SUMMARY:** Under the direction of the President & Executive Director, the Director of Development provides leadership, strategic direction, oversight, coordination, and execution of a comprehensive fundraising and marketing program that drives philanthropic investments from individuals and corporations aligned with the Japanese Cultural Center of Hawai'i's (JCCH) strategic initiatives. The Director supervises the Development team and is a member of the JCCH Executive Team.

The Director is responsible for soliciting major gifts, corporate and foundation support, annual giving, online giving, and revenue-driven special events. The Director is also responsible for implementing the Customer Relationship Management (CRM) system and will use their analytical skills to ensure accurate impact-based reporting.

The Director serves as an ambassador for the JCCH and supports senior staff to build relationships to advance the organization's position with relevant constituents and drive broader awareness and donor support for the organization. The Director supports the President & Executive Director to work closely with the Board of Directors to take on active fundraising roles.

### **PRIMARY DUTIES:**

- Design a comprehensive and innovative development strategic plan to establish relationships and generate philanthropic support for the JCCH's programs, services, and facilities with existing and potential individual and corporate donors.
- Facilitate a culture of philanthropy with partners by building long-term relationships, moving from transactional giving to strategic, meaningful collaboration.
- Leads the development team that facilitates the following:
  - Monthly individual giving and annual appeal campaigns
  - Major donor program
  - Estate-giving plan
  - Large, medium, and small-scale fundraising events
  - Develop and manage JCCH's strategy in developing Corporate partnerships (including affinity and cause-related marketing) as an integral part of the overall fund development strategy.
  - Capital campaign for facility improvements
- Coordinates grant writing and proposal efforts in collaboration with the President, Archives, Programs, and Communications staff to ensure that all proposals include accurate and thorough case descriptions for each funding opportunity.
- With program leads, develop impact metrics
- Oversees and maintains the donor database.
- Provides accurate and timely impact-based reporting to the President & Executive Director.
- Manages and supervises the Development team.
- Align development efforts with the Marketing and Products teams.



- 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 President & Executive Director and other executives 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
- Grant writing and management experience
- 3+ years of Nonprofit management experience, including management of direct reports
- 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
- 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](mailto:gyotoku@jcch.com) RE: JCCH Director of Development

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.