

**JAPANESE CULTURAL CENTER OF HAWAI‘I
2454 South Beretania Street, Honolulu, HI 96826**

**JOB ANNOUNCEMENT
DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS**

The Japanese Cultural Center of Hawai‘i is seeking a Director of Development and Communications to plan, organize, and direct JCCH’s membership, fundraising and communication initiatives. The Director of Development is a member of the JCCH management team and reports to the President.

Currently, JCCH raises \$195,000 in membership fees from individuals, families, and corporations; \$220,000 in donations and the annual fund; and, \$250,000 at its annual gala. JCCH also receives corporate sponsorships for its cultural festivals and programs and has been awarded grants from the local foundations, Hawai‘i Community Foundation, City and County of Honolulu, State of Hawai‘i, and the U.S. Department of Interior Japanese American Confinement Sites Grant Program.

MINIMUM QUALIFICATIONS

- Must embrace the mission of the Japanese Cultural Center of Hawai‘i
- Excellent written, interpersonal and verbal communication skills
- Undergraduate degree in business administration, marketing, communications, history, social sciences, education or related field
- Minimum three years of professional fundraising experience in fund development, membership development and grant writing
- Knowledge and experience in fundraising techniques including cultivating and soliciting individual gifts, annual fund, major gifts and planned gifts
- Knowledge and experience in grant writing
- Experience in event planning
- Experience in strategic communications, electronic communications, websites, marketing and/or media relations
- Proficiency in MS Office suite
- Must possess valid driver’s license and access to a vehicle to perform duties

ADDITIONAL QUALIFICATIONS

- Experience with Blackbaud membership and donor software
- Knowledge of planned giving techniques and vehicles
- Knowledge of Japanese American history, Japanese culture, tradition and language preferred

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and oversee the annual fund campaign (fall and spring)
- Oversees membership renewals, membership and gift processing, donor acknowledgements
- Develop strategies to increase membership
- Steward corporations and businesses providing membership benefits and increase membership benefits
- Develop and maintain ongoing communications to members, donors, partners and general public
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Collaborate with program and education staff on management and planning of fundraising events, sponsorships, and programs
- Develop print marketing collateral related to fundraising and sponsorships
- Supervise membership/gift processor
- Maintain relationship with print and electronic media
- Prepare and distribute news releases, story ideas, photographs and video to the media
- Develop content for JCCH newsletters, publications and social media including website and email blasts to the members

If you have a strong background in non-profit fundraising, development and communications, we encourage you to email or send a cover letter and resume to:

Carole Hayashino, President and Executive Director,
Japanese Cultural Center of Hawaii, 2454 S. Beretania Street, Honolulu, HI 96826 or
Hayashino@jcch.com