



<b>Job Title:</b>	Chief Advancement Officer
<b>Department:</b>	Advancement
<b>Supervisor:</b>	Director and CEO
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt
<b>Work Hours:</b>	Monday-Friday 8:00am – 5:00pm. Some evenings and weekends.
<b>Issue/Reissue Date</b>	10/18/2022

**Job Summary:**

Working as a strategic thought partner to the Museum Director & CEO, the Chief Advancement Officer (“CAO”) is a key member of the HoMA Museum leadership team and responsible for the day-to-day administration and management of the Advancement Department. Fostering a collaborative culture within the department and across the Museum, the CAO shapes and implements the Museum’s advancement objectives and champions a vibrant and innovative approach to an integrated fundraising strategy focused on growing philanthropic revenue. The CAO plans and implements a comprehensive program of fundraising for the Honolulu Museum of Art (“HoMA”) and will be responsible for taking the Museum to a new level of charitable funding performance, including major gifts, membership, fundraising events, and grants. They lead the strategic advancement of the Museum’s development efforts, participate directly in key donor relationships and networking, oversee long-range strategic fundraising initiatives, and collaborate on institutional policymaking.

The CAO is responsible for growing and managing a top-tier development operation, ensuring a positive upward momentum of contributions, and leading a team that carries a significant portfolio of top donors and prospects. They envision new partnerships and engage new audiences, set and exceed goals and expectations, initiate and grow authentic relationships, and motivate and inspire action in others, all while raising more unrestricted support as well as restricted support for key initiatives and endowed funds that build a strong foundation for the Museum’s growth.

The CAO oversees a team of 7 full-time professionals including grants and major giving staff.

**About HoMA, the Honolulu Museum of Art:**

Opened in 1927, the Honolulu Museum of Art is a home for art and education created for the benefit of the entire community. Originally established as the Honolulu Academy of Arts, founder Anna Rice Cooke envisioned a museum that would bring people together through the power of art and “the deep intuitions that are common to all.” The museum was conceived of as a place of meaningful exchange and dialogue, celebrating the diverse artistic and cultural traditions of Hawai’i’s multi-ethnic population. From this founding intention grew the museum of today, with a world-class encyclopedic collection of more than 55,000 works of art, representing a stunning breadth of places and eras, from all corners of the globe and from the ancient past to the present day. Over the decades, the museum has become known for its strong tradition of art classes and community engagement, both inside the walls of the museum and beyond. In 2011 the Honolulu Academy of Arts merged with the dynamic and vibrant Contemporary Museum, reinvigorating the museum’s contemporary holdings and ushering in an opportunity for renewed commitment to the art of our time. The Honolulu Museum of Art was born.

With a dynamic global art collection and a dedication to innovative exhibitions and engagement with contemporary artists, HoMA strives to create a broad range of meaningful art experiences that are inclusive and accessible. Over the past century, the museum’s permanent collection has grown from 500 works to more than 55,000 pieces spanning 5,000 years. The Museum has one of the largest single collections of Asian and Pan-Pacific art in the United States, including an unrivaled collection by artists of Hawai’i. The collection also contains significant holdings in European and American paintings, sculptures, and decorative arts; 19th- and 20th-century art; an extensive collection of works on paper, textiles, decorative arts; and traditional works from Africa, Oceania, and the Americas. Other highlights include the Samuel H. Kress Collection of Italian Renaissance paintings and the James A. Michener Collection of

Japanese ukiyo-e prints. Contemporary Art from around the world has an established and growing presence in the Museum's permanent collection.

Education has been an integral part of HoMA since its founding, and the Learning & Engagement department supports the Museum vision by advancing knowledge and fostering a thirst for creative thought, agency, and artistic excellence. Programs, which range from classes and lectures to tours and workshops, are designed to inspire and spark wonder in people of all ages and skill levels. Through Learning & Engagement initiatives, HoMA strives to instill a love and appreciation for art in children at an early age, promote a culture of lifelong learning, and foster artistic excellence and support a healthy arts ecosystem in Hawai'i.

As HoMA approaches its centennial in 2027, it is poised to embark on a new chapter guided by a renewed vision and Strategic Plan that focuses on HoMA's core purpose: to be a home for art and education that exists for the benefit of the entire community, presented in a setting that prioritizes beauty, harmony, and promotes learning, self-awareness and connection. With acknowledgment of HoMA's history and purpose at the forefront, the Strategic Plan charts a course for HoMA's next chapter in a rapidly changing world. It will transform HoMA into a relevant and sustainable 21st century museum where people of all ages and from all walks of life will be invited in and reinforce HoMA's ability to bring the art of the world to Hawai'i and the art of Hawai'i to the world.

**Minimum Qualifications:**

- Bachelor's Degree in relevant field.
- 10 years of overall development experience, with 5 years of major gifts and corporate partnership experience, or an equivalent combination of education and experience.
- Extensive knowledge of fundraising principles, techniques, and ethics; an understanding of annual giving, membership support, and 5-year plans in giving strategy.
- Excellent administrative and management skills, including 5 years of experience managing team members performing diverse tasks.
- Handles incoming gifts and donations in a fiscally responsible and confidential manner.
- Knowledge of writing and reviewing planned giving contracts and personal wills and ability to write contracts and agreements with corporate sponsors.
- Proficiency in Tessitura, Raiser's Edge, or DonorPerfect or comparable knowledge of a CRM.
- Proficiency in Microsoft Office Applications.

**Desired Qualifications:**

- At least 12 years successfully leading a significant multi-million-dollar development program.
- 8 years of experience as a supervisor and program manager or director.
- Experience in a nonprofit organization, cultural or educational institution, or equivalent preferred, with a working knowledge of all areas within museum funding, including major gifts, annual giving, membership, corporate and foundation giving, planned giving, campaigns, and research.
- A proven record of personal achievement exceeding ambitious revenue targets, including: securing gifts of six figures or more, securing gifts in a campaign environment, and creating new and/or reinvigorating existing programs.
- Juris Doctorate or Master's degree in business administration or similar qualification.
- Understanding of and ability to navigate the unique and diverse Hawai'i fundraising community.
- Certification in non-profit management or fundraising.
- Superior critical thinking and analytical skills.
- Expert communication and organizational skills.
- Ability to travel and meet with donors during business and non-business hours.
- Prior art museum experience desired

**Essential Duties:**

- Serves as the guiding architect of a cohesive and comprehensive fundraising program that celebrates a culture of philanthropy and extends opportunities for those who embrace the Museum's priorities, mission, and values to participate in support of that work.

- Collaborates with the Director & CEO to establish and activate a campaign committee of current or former board members, community advisors, and other key constituents supportive of the organization's vision and mission to realize a major capital/endowment campaign in conjunction with the Museum's 2027 centenary celebration.
- Establishes annual and long-term Advancement goals for the Honolulu Museum of Art. Evaluates fundraising needs and opportunities to ensure goal setting that is both ambitious and achievable, working with the Museum's leadership team to create operational, annual, and fundraising plans for HoMA's strategic growth and expansion.
- Grows fundraising year over year by stewarding existing supporters, bringing in new donors, planning future capital campaign(s), and working with the Director and CEO on finding new funding sources and prioritizing current channels.
- Maintains a dynamic portfolio of high-net-worth individuals and secures major, capital, and planned gifts, as well as advanced annual gifts and endowment support, meeting or surpassing performance targets developed in conjunction with the Director & CEO.
- Collaborates with the Director and CEO, COO, Curatorial Staff, and Trustees on targeted prospecting, cultivation and stewardship of major donors, grants, planned gifts, and corporate relations.
- Provides day-to-day mentorship and supervision of the Advancement team, creating a positive workplace environment that promotes employee engagement, satisfaction, and high performance.
- Implements systems and metrics for monitoring progress towards fundraising goals and for holding team members accountable.
- Maintains a visible community presence and is expected to participate in community networking, both formal and informal, at least two evenings a week on average. Enhances the Museum's network by devoting time to developing lasting relationships with key community members, both those that are part of the existing circle of HoMA supporters and those who are not.
- Under the guidance of the Director & CEO, develops and nurtures a strong working relationship with the board of trustees, presenting regular reports and sharing information to support their involvement in fundraising and the successful completion of campaign(s). Serve as the staff liaison for the Advancement Committee.
- Applies industry best practice to all development decision-making, policies, and functions and collaborate closely with the finance team in the forecasting and tracking of contributed revenue.
- Demonstrates a commitment to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion through respectful communication and cooperation with others at all times, continuous training and modeling inclusive behaviors.
- In partnership with HR, supports the leadership team in ensuring equitable experiences, strengthening inclusion acumen, and promoting a culture of inclusivity and belonging that embraces the contributions of all staff.
- Other duties as assigned.

**Traits and characteristics:**

- Strong yet collegial management: broad experience with a full range of strategic development and planning, and the ability to take charge of a wide range of situations and address or overcome misunderstandings or concerns.
- Must be diplomatic, analytical, of the highest integrity, and possess sound judgment.
- The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision.

**Working Conditions and Atmosphere:**

Members of the Museum Leadership Team at the Honolulu Museum of Art are expected to devote significant amounts of time and energy to the successful pursuit of their jobs. The CAO must be prepared to work evenings and weekend hours on an occasional basis, in addition to fulfilling the performance obligations of a routine workday. Occasional travel may also be required.

**Diversity, Equity, Accessibility, and Inclusivity:**

HoMA welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community of employees. We encourage applications from candidates across a wide variety of backgrounds, including, but not limited to, people of all races and ethnicities, people with disabilities, women, veterans, and all members of the LGBTQ community.

**Equal Employment Opportunity:**

HoMA is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. HoMA recruits, hires, trains, promotes, compensates, and administers all personnel actions and benefit programs without regard to race, color, ancestry, religion, sex, including pregnancy and gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history, military and veteran service, victim of domestic violence or sexual abuse victim status, genetic information, or any other characteristic protected by applicable federal, state or local law.

The statements contained herein describe the scope of the responsibilities and essential functions of this position but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

HoMA maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals. This applies to both HoMA employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.