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| <b>Job Title:</b>          | Senior Philanthropic Officer                               |
| <b>Department:</b>         | Advancement  |
| <b>Supervisor:</b>         | Chief Advancement Officer                                  |
| <b>Employment Status:</b>  | Full-Time  |
| <b>FLSA Status:</b>        | Exempt   |
| <b>Pay Range:</b>          | \$80,000 to \$100,000 per annum                            |
| <b>Work Hours:</b>         | Monday-Friday 8:00am – 5:00pm. Some evenings and weekends. |
| <b>Issue/Reissue Date:</b> | 09/08/2023   |

**Job Summary:**

Under the direction of the Chief Advancement Officer, the Senior Philanthropic Officer (SPO) develops, implements, and maintains fundraising activities for major and planned gifts. They work with individuals and donors to raise funds in support of the Honolulu Museum of Art’s mission. The Senior Philanthropic Officer plays a critical role in increasing donor support and acts as an ambassador for the Honolulu Museum of Art (HoMA) across the community.

The ideal candidate is a proven fundraiser, strategic thinker, highly effective communicator, intuitive manager, and skilled relationship-builder. They must be able to convey HoMA’s mission in compelling ways to prospective donors and key stakeholders. The SPO is a results-oriented self-starter with a record of securing funds through well designed and implemented strategies.

**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 business, non-profit management, marketing, or related field or equivalent experience.
- Minimum of 5 years (direct or equivalent) of experience managing high level donor relationships with demonstrated success in closing gifts of twenty-five thousand dollars and above for a non-profit.
- Demonstrated accomplishment in managing donor portfolios, strategic planning, solicitations, and achieving or exceeding departmental fundraising goals. Proven track record of identifying, cultivating, stewarding, soliciting, and closing gifts.
- Ability to conceive, plan, and execute a major gifts program, including annual giving, special events, and special projects/campaigns.
- Superior written and verbal communication skills with the proven ability to craft persuasive proposals and donor correspondence.
- Adherence to the highest ethical standards with the ability to act with discretion and diplomacy.
- Sound judgment in maintaining the strictest of confidentiality of donor information.
- Flexible and adaptable in taking on new responsibilities within a growing program.
- Understanding of complex gift planning vehicles and strategies, as well as a command of current US fundraising regulations and practices.
- An enthusiastic, imaginative, energetic, and creative approach with a 'can do' attitude.
- Ability to work collaboratively with diverse communities.
- Proficiency in Tessitura, Raiser's Edge, Donor Perfect, or comparable knowledge of a CRM.
- Exhibits a polished presence, diplomacy, discretion, and a deep respect and understanding of the local community served by the Museum and of the Museum's vision, mission, and values.

**Desired Qualifications:**

- Master's degree in business or non-profit management.
- Prior art museum experience preferred.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.

**Essential Duties:**

- Develops and maintains a personal portfolio of major donors and prospects (with capacity to make gifts of \$25,000+) to achieve increased engagement and revenue.
- Develops a strategic fundraising plan consisting of identifying, qualifying, cultivating, soliciting, and stewarding individuals capable of making outright and/or planned gifts. Maintains accurate and timely records/contact reports of all interaction with donors utilizing fundraising software.
- Oversees implementation of stewardship and recognition for all major donors.
- Establishes and manages program budget and expense reporting.
- Oversees major donations to include: real estate, artwork, in-kind, and stock donations.
- Works with the Chief Advancement Officer on the continuous refinement, stewardship, and expansion of major donor programs.
- Conducts major donor research utilizing iWave and Tessitura.
- Prepares and submits goals that contain specific timelines, projected results, and outcomes on a quarterly basis to Chief Advancement Officer.

- 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.
- Perform other duties as assigned.

**Working Conditions and Atmosphere:**

The SPO works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The employee must be able to fulfil all Essential Duties with or without a reasonable accommodation. This job description is not designed to cover or contain a comprehensive list of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

**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.