



HAWAII THEATRE CENTER

Hawaii Theatre Center

Job Description: December 2018
JOB TITLE: Development Manager
RESPONSIBLE TO: Director of Business and Finance
RESPONSIBLE FOR: Marketing Manager & Development Associate

KEY RELATIONSHIPS:

Internal:

- Marketing & Communications team
- Box Office
- Visitor Services Team
- Senior Management team
- Educational Programs
- Bar+Gift Shop
- Pantheon Contemporary
- All staff

External:

- Creative agency
- PR agency
- Media Buyer
- Media & Press
- Visiting Companies
- Audiences
- Ticketing software support
- Local partners & stakeholders
- Industry partners and stakeholders

Job Description: Development Manager

Hawaii Theatre has played a significant role in Honolulu's cultural landscape since 1922. The mission of the nonprofit Hawaii Theatre Center, established in 1984 is to provide a broad range of entertainment, cultural and educational experiences; promote redevelopment and revitalization of downtown Honolulu/Chinatown; and enhance the quality of life in Honolulu. The Hawaii Theatre is a 501(c)3 non-profit organization and was recognized as the "Outstanding Historic Theatre in America" in 2005 by the League of Historic American Theatres and, in 2006, received an Honor Award by the National Trust for Historic Preservation. Listed on both the State and National Registers of Historic Places, the restored Hawaii Theatre re-opened in 1996, and attracts 80,000-100,000 patrons a year to its beautiful auditorium. The Hawaii Theatre Center is known for being balanced, thoughtful, effective, innovative and collaborative in the arts community, and has embarked on a strategy of utilizing its real estate holdings in the

core of Honolulu to broaden its reach beyond the walls of the Historic Hawaii Theatre. For more information visit: www.hawaiitheatre.com .

Position

Hawaii Theatre Center is seeking a dynamic, creative and organized Development Manager who is interested in helping a mission-driven nonprofit thrive and grow. This position reports to the Director of Business and Finance and works closely with a committed staff, high-level Board of Directors, and dynamic Hawaii Theatre Center personnel. The Development Manager will be responsible for planning, directing and coordinating all fundraising activities, with an emphasis on grants and foundations. In addition to raising grant funds and working with the President & CEO on pitches, positioning, and marketing, the successful candidate will help direct the Marketing Associate and the Development Associate to secure Hawaii Theatre Center's health and expansion to fuel the organizations's expansion, capacity and continued programmatic success.

Duties and Responsibilities

- Development and Implementation of Fundraising Plan year strategic plan.
- Implement fundraising initiatives, grant writing and management, focusing on higher dollar gifts from foundations, individuals, law firms and corporations, through events and major donor solicitations, as well as planned gifts, and awards. The Development Director will also recommend how and whether to ramp up HTC's current growing reliance on internet and declining reliance on direct-mail fundraising.
- Ensure that the time of the President is used effectively on fundraising.
- Encourage volunteers to become donors.
- Create a fact-based, readable and consistent voice to donors and prospects that reflects our core values and strategies.
- Supervise development staff, as well as occasionally interface with other allied organizations, to develop compelling foundation proposals, ensure timely reporting to foundations and granters, and to ensure that we are on track with deliverables.
- Consistently tracks and explores fundraising opportunities for HTC. Monitor philanthropic trends as they relate to HTC's needs, communicate these to affected staff and suggest program and fundraising modifications as appropriate.
- Work with program staff to understand and communicate effectively about the range of HTC projects and accomplishments, both of the Administrative office as well as key Hawaii Theatre Center projects, to fund collaborative projects among HTC's programs.
- Maintain tracking programs that clearly define all grant reporting requirements. Working with Development & Program staff, conduct follow-up to ensure all pledges are fulfilled in a timely manner. Work with the Director of Business and Finance to ensure accuracy of receivables and correct coding and credit of donations.
- Find "best practices" in the community or among other similarly-situated nonprofits and disseminate them throughout the organization.
- Interface with the President, the board of directors, and where appropriate, our network of partners, including by scheduling, preparing for, and sometimes attending meetings with potential funders.
- Maintain donor database information and comprehensive donor profiles, documenting correspondence with donors, meeting notes, proposals and background information.
- Work with all team members to create strategies for success, and ensure we make our financial goals for events. Currently, we have three major events per year, plus additional "friendraiser" and volunteer appreciation events. Secure event sponsors, co-chairs, honorees, and speakers. Analyze event fundraising and make suggestions for keeping events fresh and helping them grow.

- Securing information about and writing department reports for all board meetings, generating financial queries and reports to analyze fundraising strategies and coordinating with the Director of Business and Finance to ensure accurate accounting.
- Building grant applications for the grants for collaborative projects.

Administrative Tasks in Support of Fundraising

- Work closely with the President and the Director of Business and Finance on budget planning, the identification of HTC budgetary needs and the implementation of the fundraising strategy to meet those needs.
- Supervise the work of the Development Associate and Marketing Associate.

Skills/Knowledge

- Experience in fundraising or sales and marketing required, with a demonstrated track record of success in raising major gifts and writing complex proposals for various audiences, including foundations, or parallel experience in sales and marketing with benchmarks such as demonstrated responsibility, initiative, and thank-you letters. Success in a sales/marketing/proposal writing environment is also greatly beneficial. Experience in a nonprofit organization preferred but is not necessary; better still is experience with fundraising for an arts-based nonprofit.
- The successful candidate will be comfortable making pitches in person and personally asking people for money.
- Excellent writing skills, including the ability to produce high quality prose quickly and under deadline.
- Ability to develop fundraising budgets and prepare financial reports.
- Excellent computer skills, including proficiency in Microsoft Word and comfort with Excel. Familiarity with Salesforce is strongly preferred; past work experience with donor databases is a must. Basic graphic design skills are a plus.
- Strong commitment to the arts & related issues and the mission of the Hawaii Theatre Center.
- Bachelor's degree required.
- Excellent leadership, management and decision-making skills.
- Strong oral communications skills, initiative, persistence, ability to multi-task, spirit of teamwork, and a positive attitude are required.
- The successful candidate should be eager to be an inspiring mentor and colleague to development staff and staff of Center seeking to expand their capacity.
- The successful candidate will be able to help motivate Hawaii Theatre Center's prominent board to help build the roster of supporters and expand our fundraising to match our ambitious program agenda.
- Some travel possible.
- Ability to work "theatre hours" required in order to interface with donors and sponsors on frequent holidays, evenings and weekends.

Experience and the ability to demonstrate the following competencies:

- At least 4 years' experience in a fast-paced marketing environment
- Experience in a theatre marketing environment
- Ability to plan and deliver integrated marketing campaigns with minimal supervision
- Experience of financial and budgetary planning to maximize profit
- Knowledge of digital marketing techniques
- Experience of website editing and content management
- Experience of social media use in a workplace environment
- Ability to write emotionally and intellectually engaging copy accurately and quickly
- At least 1 years' experience of graphic design
- Experience planning and buying media directly and through agencies

- Experience of managing large consumer databases
- Proactively working closely and effectively with staff and managers from other departments
- Experience of working to targets
- Experience of working in a fast changing environment

Skills and Knowledge:

- IT Skills including Microsoft Office (Word, Excel, Outlook) Knowledge of design and image editing software. Knowledge of ticketing systems ([salesforce.com](https://www.salesforce.com) preferred)
- Knowledge of the IT systems (e.g. [salesforce.com](https://www.salesforce.com))
- Knowledge of e-marketing (currently Hootsuite & MailChimp)
- Excellent written and verbal communication skills at all levels
- Commercial awareness
- Highly numerate with an eye for detail

Attributes and Abilities:

- Demonstrate and encourage the ability to use initiative
- The drive to seek out training and development opportunities for yourself as supported by Hawaii Theatre Center
- Imaginative, creative and responsive attitude towards campaign management
- Ability to plan strategically and organize resources effectively in a fast changing business
- To be innovative in seeking new opportunities to develop the services provided by the department
- Ability to work easily across all departments to achieve common aims and to see collaborative opportunities

Qualifications and Training

- Associates or Bachelors degree in Marketing or related field (or equivalent subject or experience)

Other

- Strong advocate for the charity: its vision, mission and in all its activities
- Flexible attitude to work both in hours worked but also in attitude to problem solving
- The successful candidate will be able to help motivate Hawaii Theatre Center's prominent board to help build the roster of supporters and expand our fundraising to match our ambitious program agenda.
- Some travel possible.
- Ability to work "theatre hours" required in order to interface with donors and sponsors on frequent holidays, evenings and weekends.
- Ability to lift and carry up to 25 pounds

Compensation will be commensurate with experience. Hawaii Theatre Center offers attractive benefits, currently including 100% paid health care, Flexible Spending account, short and long-term disability insurance, and a safe-harbor 401k contribution with a matching program.

Contact Information

Please submit a cover letter, resume and writing sample to Jeffrey Lee via email at jeffreylee@hawaiitheatre.com . Resumes will be reviewed as they are received. The position will be open until it is filled. No phone calls please.

Hawaii Theatre Center is an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, genetic information or any other protected status.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.