



# HAWAII THEATRE CENTER

**POSITION TITLE:** Development Manager  
**DEPARTMENT:** Development  
**REPORTS TO:** Director of Development and Special Events  
**TYPE:** Full Time, Exempt

**Position Summary:** The **Development Manager** is a dynamic, creative, and organized who is interested in helping a mission-driven nonprofit thrive and grow. This position will play a critical role in the grant management, corporate sponsorship, and events for the Hawaii Theatre Center. The Development Manager is responsible for developing and assisting in the growth of grant funding for various programs and operations, the Corporate Sponsorship Program, and special events. They will be part of ensuring revenue goals are met for various fundraising areas. The Development Manager is a full-time position that reports directly to the Director of Development and Special Events.

## **Responsibilities:**

- Support or lead the implementation of the grant management, corporate sponsorship, and events with the Director of Development and Special Events
  - o Discover donor companies' corporate social responsibility and/or workplace giving objectives, identify opportunities that align with HTC's mission statement and work with staff to create engagement initiatives and opportunities.
  - o Review and provide suggestions for the Corporate Sponsorship Program
  - o Actively solicit and engage past, current, and potential corporate sponsors of the program
  - o Assist in the development of creating and writing grant proposals, narratives, and final reports
  - o Assist with the tracking of all grants in all stages
  - o Conduct research on current and potential grants funders with the Director of Development and Special Events
- Lead and/or support special and signature events with the Director of Development and Special Events
  - o Assist in the creation and execution of special events for the Theatre and its patrons
  - o Provide logistics and event-day support
- Coordinate vendors and volunteers for various events
- Support external, internal, and special events and activities including attending meetings, correspondence and coordination with vendors, staff, volunteers; set-up and cleanup; organizing and maintain files and records of all events and activities.
- Assist the Director of Development and Special Events with the management and growth of the Educational Programming series
- Work closely with the Donor Relations Manager, Communications Manager, and Director of Development and Special Events.
- Other duties assigned by Director of Development and Special Events and President and CEO.

## **Qualifications and Experience:**

- Ability to convey a high degree of commitment and passion for mission of HTC
- Excellent communication skills with the ability to communicate information verbally confidently and clearly and in writing that are effective with a diverse range of audiences including board members, volunteers, staff, donors, executives, potential funding partners and all constituencies
- High level of attention to detail
- Imaginative, creative, and responsive attitude toward campaign management
- Ability to maintain a high level of confidentiality.
- Knowledge of grants management, research, proposal creation and reporting
- Knowledge of event management standards and trends, safety protocols and vendors

- Exceptional understanding of philanthropy as it relates to the non-profit organization and a wide and deep knowledge of fundamental disciplines of resource development
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as problem solving skills.
- Exceptional customer/donor service skills
- Ability to complete tasks with little to no supervision
- Self-motivated, good organizational, and strong interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines

### **Requirements**

- Bachelor's degree (or equivalent)
- Minimum of (2) years of fundraising, campaign management, and/or sales
- Minimum of (2) years of event planning/management
- Minimum of (1) years of grant writing, management, proposal creation
- Proficient in Microsoft Office, including Word, Excel, PowerPoint
- Comfortable working in a busy office environment and multi-task
- Detail oriented and solution focused in executing projects/assignments

### **Desired Skills/Experience:**

- Experience with CRM systems including Patron Manager/Salesforce
- (3) years of Fundraising, campaign management and/or sales
- (3) years of Event planning/management/production experience
- (3) years of Grant writing, management, and proposal creation
- Ability to write emotionally and intellectually engaging copy accurately and quickly

**Salary:** \$30,000 - \$50,000 annual: Based on Experience

**How to Apply:** Candidates should submit their resume with a cover letter and a writing samples to Director of Development and Special Events, Avery Fukeda via email at [averyfukeda@hawaiitheatre.com](mailto:averyfukeda@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 based on 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 indication 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 his job.

**About:** 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 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.