



HAWAII THEATRE CENTER

Director of Development Job Description

Basic Function:

The Director of Development will provide the leadership, strategic direction, management and coordination for all HTC fundraising efforts. The Director will create fundraising strategies that increase the organization's support from individuals, corporations, foundations, and other sources. The Director of Development plays a key role in identifying, cultivating, and soliciting major donors for annual gifts. The Director will work in close collaboration with the President and key volunteer leadership to achieve the fundraising goals of the organization.

Responsibilities:

- Plan, administer, and implement all fundraising activities of HTC
- Develop annual fundraising plan in collaboration with the President
- Manage the development area in a fiscally sound manner by ensuring the appropriate systems, staffing and procedures are in place to support fundraising goals
- Oversee annual membership of approximately 800 members
- Develop and implement HTC's Special Events
- Develop and manage HTC's Corporate Campaign
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate and foundation contributions
- Cultivate and directly solicit key donors, working with the President and other key volunteers, as appropriate
- Manage planned giving program and activities
- Provide detailed reports about fundraising progress to the President on a regular basis
- Prepare and/or oversee all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts
- Manage donor receptions, events and galas in collaboration with professional event coordinator, Director of Communications & Marketing, Front of House Manager, Office Administrator and development department staff
- Ensure all donors are appropriately thanked and receive regular communication by making donor stewardship a priority throughout HTC
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers
- Serve as a visible spokesperson and advocate for HTC's mission and programs in the funding community
- Serve as member of HTC's senior management team
 - Attend weekly meeting of HTC Administrative Staff
 - Attend HTC Board Meetings

- The Development Director currently supervises:
 - Development Manager
 - Development Associate
 - Development and Donor Relations Coordinator