



Job Title: Director of Development

Reports to: Chief Executive Officer

Status: Exempt

Location: State of Hawai'i

Special Note: At this time due to COVID-19 internal policies, there is remote working flexibility within the state.

Position Summary:

Hawai'i Public Health Institute (HIPHI) is looking for a hands-on leader with integrity and desire to work in a dynamic, mission-driven environment. The Director of Development serves as a key member of HIPHI's Leadership Team, reporting directly to the Chief Executive Officer (CEO), and will help to lead and support the continued growth of HIPHI. In partnership with the CEO, this position will be responsible for all fundraising and development efforts including but not limited to solicitation of donations, federal, state and local government grants, foundation grants, and fundraising events. This position will work closely with HIPHI's finance and operations team, senior leadership, and program managers and HIPHI's Board of Directors (BOD) fund development team.

About HIPHI:

HIPHI is a non-profit hub for health, bringing community-based organizations, government, academia, foundations, and business together to improve the quality of life for the people of Hawai'i. HIPHI's mission is to advance the health and wellness of the people and islands of Hawai'i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building, and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

Primary Responsibilities

Leadership

- Work with HIPHI's senior leadership to determine funding opportunities aligned with HIPHI's mission and strategic direction.
- Foster a high-performance culture characterized by service leadership, collaboration and transparency that result in strong team morale, effective talent utilization, and partnership across functional areas of the organization.
- Actively work with HIPHI's senior leadership team to develop and implement a comprehensive development strategy for the organization as well as project/initiative-specific fundraising (ensuring all of HIPHI's programs/projects have the resources they need).

Grant Writing

- Responsible for researching and identifying funding opportunities. Will work with appropriate staff of potential funding opportunities.

- Responsible for development, execution and tracking of all grant proposals; write and archive grant proposals with a long-term relationship management approach.
- Work with appropriate staff on grant proposals.
- Follow all requirements and deadlines for grant applications.
- Review budget proposals with the CFO and appropriate staff members.
- Responsible for maintaining HIPHI's information in all related funding portals and maintain/upkeep a database.
- Maintain a grants calendar to monitor progress.
- Provide regular updates on status of grant applications to operations team.

Donor Stewardship and Fundraising

- Provide leadership and support on all major fundraising initiatives. Engage with the BOD fund development committee on fundraising initiatives.
- Oversee research funding sources and trends, with foresight, to help position HIPHI ahead of major funding changes or trends.
- Monitor all donor information; provide and present analysis to BOD and senior leadership.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors (individuals and corporate).
- Develop and lead efforts of corporate solicitation and fundraising events.
- Work with HIPHI's communications director to determine collateral needed to increase visibility of HIPHI.

Other Responsibilities

- Monitor and report regularly to senior leadership on the progress of the development program.
- Maintain proficient knowledge of the organization's history and programs.

Qualifications

The Director of Development will be a mature leader with at least 5+ years of professional experience in nonprofit fundraising, with at least 3 years of experience in grant writing. This person will have demonstrated success in a development function.

- High energy and a passion for HIPHI's mission.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Experience in a fast-paced nonprofit organization (preferably in Hawai'i).
- Strong work ethic, excellent organizational and time management skills with exceptional attention to detail.
- A professional and resourceful workstyle; ability to work independently and as a team player, to take initiative and to manage multiple tasks and projects at a time.
- A minimum of a Bachelor's degree, Master's preferred.

LEADERSHIP SKILLS AND CAPACITIES

- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Initiative and organizational skills required to oversee multiple projects, use time effectively, set priorities to achieve goals, and meet deadlines in a fast-paced environment.
- Flexibility and adaptability to manage change, competing demands, uncertainty, and transition.
- Ability to communicate effectively through various methods.

TEAM ORIENTATION

- Excellent interpersonal skills, ability to work as a team and with everyone in the organization.
- Collaborative approach that contributes to promote positive team dynamics.

SALARY RANGE: \$70,000 - \$85,000

Questions and inquiries: Jessica Yamauchi, Executive Director at Jessica@hiphi.org of 808-591-6508 Extension 1.

Applications: Please submit resume, cover letter, and list of 3 professional references to hiphi.hr@gmail.com.

Deadline: September 30, 2021 at 5:00PM or until filled.