



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Impact Giving Officer

OFFICE: Institutional Advancement

CAMPUS: Wyllie

REPORTS TO: Director of Institutional Advancement

STATUS: 12 months (Exempt)

PRIMARY PURPOSE: The Impact Giving Officer is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue with current and prospective donors while building a strong culture of philanthropy throughout the School and larger community. Under the direction of the Director of Institutional Advancement, the Impact Giving Officer will carry out the development functions of developing and cultivating relationships necessary to secure financial resources for Hawaii Baptist Academy's ongoing programs. The Impact Giving Officer will support the annual giving operations including corporate and individual relationships and will assist with all aspects of donor compliance, records management, and assessment in monitoring federal and state laws regarding non-profits. This position will also manage donor relations as it relates to scholarships and endowment funds.

ESSENTIAL DUTIES/FUNCTIONS:

- Work with the Director of Institutional Advancement to determine the financial needs of the school and establish goals for the development function respective to those needs while developing a culture of philanthropy throughout the Hawaii Baptist Academy community.
- Responsible for managing a portfolio of constituents to obtain annual financial and face-to-face goal to further advance the mission of Hawaii Baptist Academy.
- Coordinate school wide fundraising efforts to ensure that donor solicitation is handled appropriately.
- Develops, implements, and leads a successful and integrated donor relations program that strategically targets all levels of giving as defined by the Institutional Advancement Team.
- Provides cultivation and stewardship assistance to individual donors and prospects.
- Creates innovative programs and projects to thank and steward donors; ensures the external reporting to donors on endowments.
- Tracks donor relations and stewardship activities in Blackbaud RENXT to enhance relationships and move donors through the relationship pipeline / donor cycle.

- Oversees the compliance of the department to include policies and procedures, records management, records retention, and monitoring federal and state laws regarding nonprofits.
- Develop assessment measurements and analysis for policies and procedures, fiscal and gift acceptance, data governance and data security.
- Management and stewardship of new and existing scholarship and endowment donors.
- Supports the maintenance of foundation, corporation and individual donor files; maintains database records; ensures timely acknowledgement of gifts; supports development activities with donor segmentation, prospecting targets, donor research, and tracking mechanisms; and creates fundraising and other database reports.
- Provide support with the maintenance of donor files and generate appropriate acknowledgement correspondence and receipting.
- Effective database management and reporting
- Works directly with the Director of Institutional Advancement to create solicitation and year-round engagement strategies to retain current and attract new donors.
- Cultivate a culture of philanthropy by providing professional and courteous assistance and interaction with donors (via phone, computer, and face-to-face.)
- Assists in the planning, publicizing, and coordination of special events and alumni activities.
- Performs other duties related to fund development as needed.
- This job description has been designed to indicate the general nature and level of work and may not list all duties as assigned.

OTHER DUTIES/FUNCTIONS:

- Answering phones
- Assist walk-in visitors
- File documents
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: computer, calculator and multiple line telephone system.
- Work Hours: 8:00 a.m. - 4:30 p.m., Monday -Friday.
- Mental Demands: Ability to do mathematical calculations accurately. Strong understanding of filing systems.
- Physical Demands: Ability to sit for prolonged periods while entering data in the computer, corrected vision.

QUALIFICATIONS/REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Strong organizational skills. Good verbal and written communication skills. Knowledge of basic mathematics and fundamentals of financial record keeping. Ability to work well as a team member with different people in diverse situations.
- Education/Training: Bachelor's degree required in Business Administration, Marketing, Communications, Public Relations or related field and/or 3 - 5 year of equivalent combination of education, training, and experience.
- Experience: Advanced skills with Microsoft applications which may include Google Workspace, Outlook, Word, Excel, PowerPoint or Access and other web- based applications. May produce complex documents, perform analysis and maintain databases.