



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

Job/Position Title: Director of Institutional Advancement

Office: Institutional Advancement

Reports to: President

Status: 12 month (exempt)

Primary Purpose: Lead the development and maintenance of HBA's community of supporters, which includes donors, mainland supporters, alumni, faculty and staff, parents, students, and others. *Institutional advancement encompasses development, communications, and marketing functions.*

Essential Duties/Functions:

- Work with the president and development officers to develop and oversee the implementation of a plan to raise financial and other support for the school
- Work with the Director of Communications to develop and oversee the implementation of a communications and marketing strategy for institutional advancement
- Direct and supervise institutional advancement staff
- Oversee development and production of all institutional advancement publications and mail outs

Other Duties/Functions

- Maintain good public relations with community representatives.
- Chair institutional advancement meetings.
- Establish and maintain relationships with potential donors.
- Participate in school functions.
- Provide information to HBA board of directors as requested.
- Serve as official spokesperson for the school as directed by the president.
- Other duties as assigned.

Working Conditions:

- Equipment Use: Computer, copying machine, fax machine
- Work Hours: Normally 8 a.m. – 4:30 p.m., Monday-Friday; some evening and weekend events to attend
- Mental Demands: Creative thinking skills, ability to work with diverse groups of people, ability to perform tasks simultaneously.
- Physical Demands: Sitting in meetings for extended periods. Occasional travel to the mainland.

Qualifications/Requirements:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Be an active member of a Southern Baptist church.
- Skills/Knowledge: Excellent verbal and written communication. Good organizational skills. Outstanding interpersonal relationship skills. Strong management/leadership skills. Proficiency in computerized word processing and presentations. Strong understanding of the organizational structure of the Southern Baptist Convention and Southern Baptist basic doctrines and practices.
- Education/Training: Bachelor's degree from an accredited university.
- Experience: Minimum of three years of demonstrated working experience in development, sales or marketing, and public relations. Minimum of three years of general management experience.