

Together, We Can Make Music A Right



About Hawaii Youth Symphony

Hawaii Youth Symphony (HYS), founded in 1964, is among the largest youth symphony programs in the country. HYS's mission is to foster fun and creative experiences for youth that inspire a deep appreciation for music and lifelong relationships within the unique culture of Hawaii. As the only statewide instrumental music education program for students ages 7-18, HYS envisions a Hawaii where Music Is A Right, not a privilege.

Serving over 750 students each year from more than 100 schools statewide, HYS produces and presents more than 40 orchestra, jazz, and ensemble concerts per season with an annual budget of \$1.7M and 20 employees. HYS has nearly 5,000 alumni and has introduced over 100,000 young people to the joys of orchestral music to date. To ensure that no interested child is turned away from a quality music education because of financial need, HYS provides more than \$50,000 a year through its financial aid program which offers assistance for tuition and registration fees, instrument repairs, private lessons, and air and surface travel for neighbor island students. HYS maintains an instrument lending library from which students may borrow for extended periods.

A complete spectrum of out-of-school music programs are offered for beginning students to the most advanced conservatory-track students. In addition to the traditional symphony orchestra training, HYS offers jazz ensembles, bucket drumming, ukulele workshops, as well as general music classes.

- **Symphony Program** consists of three orchestras, and students go through a competitive audition process to be a member of these ensembles. About 300 advanced middle and high school students participate in symphony orchestras.
- **Academy String Program** engages approximately 200 students from more than 70 schools to learn orchestral string instruments. The Academy has partnered with the Boys & Girls Club of Hawaii since 2010.
- **HYS Jazz** offers training in a variety of popular, commercial, and jazz styles through three ensembles ranging from beginning to advanced.
- **Music in the Clubhouse (MITCH)** are low-cost, entry-level music classes provided for a nominal fee through private foundations and public support in partnership with the Boys & Girls Club of Hawaii and other organizations.

- **Pacific Music Institute (PMI)** provides summer intensives for students of all levels through a comprehensive music curriculum that includes ensemble rehearsals, workshops, and performances.

Through its 13 different programs, HYS helps youth build courage, leadership skills, friendships, and passion that they will carry throughout their lives. To develop young people to their fullest potential, HYS creates a pathway of continuous improvement encouraging students to gain skills and confidence as they move up to more advanced ensembles. Students are also provided unique opportunities for community performances, such as Side-by-Sides with the Hawaii Symphony Orchestra and their Nā Hōkū 'Ōpio Young Stars Talent Competition.

HYS has received numerous awards for its organizational excellence and community impact. Most recently HYS was named No. 1 in the Social Good category for the Best Workplaces for Innovators list by *Fast Company* for its efforts to broaden access to music education for all youth and expanding outreach to Hawaii's underserved communities and more. Free concerts for school children across the state are provided through Department of Education-endorsed Listen & Learn Community Concert Series and at community centers. The joy of music is also spread through locally televised concerts and radio broadcasts.



The Opportunity: Director of Development

Hawaii Youth Symphony seeks an energetic and hands-on Development leader who is passionate about partnership building and strategy development for cultivating high-value relationships, resulting in philanthropic investment in the organization's mission. The Director of Development will collaborate closely with the President and CEO and members of the Board of Directors to implement creative philanthropy strategies to diversify and strengthen HYS's resource development to support its vision for growth and broader community impact in the coming years.

The Director of Development will report directly to Randy Wong, President and CEO, and supervise and mentor a Development Coordinator. The successful candidate will be a collaborative team member who can build strong relationships with donors, members of the Board, and staff leadership to create a culture of philanthropy in the organization. With a proven track record in cultivating new donors and securing foundation grants, the Director of Development will create cultivation and solicitation plans and stewardship opportunities and events. A core component of this role will also include deepening relationships with existing donors, building and managing a philanthropic pipeline to steward supporters into more significant benefactor roles for HYS.

HYS's finances are healthy, operating with a net surplus, on average, annually over the past 10+ years. Of the operating budget of approximately \$1.7M, about 30% is earned income (e.g. tuition, ticket sales). Contributed income is diversified across multiple sources; 27% from individuals, and 18% from private foundations, enhanced by corporate sponsorships, special event revenues, and government grants. HYS also has a combined investment portfolio of \$2.7M, and various funds are designated for scholarships, financial aid, and commissioning new compositions.

HYS Core Values:

- **Inspire.** We connect and uplift our communities through music.
- **Have Fun.** We celebrate creativity, curiosity, and the joy that comes with making music.
- **Dream Courageously.** We dream and act with authenticity. Be bold!
- **Grow Together.** We play, listen, and learn with kindness and respect.



Performance Objectives

Philanthropic Strategy & Revenue Development

- With HYS leadership, develop and implement measurable objectives to meet the organization's philanthropic vision and goals.
- Engage volunteers to identify, cultivate, solicit, and steward supporters.
- Support the President and CEO and the Board of Directors in their efforts to identify and strengthen donor relationships; exemplify and model the highest level of strategic donor interaction.
- Serve as liaison to the Fund Development and Marketing Committee. Prepare monthly dashboard reports for the President and CEO and the Board to keep them informed of the state of philanthropy for the organization.
- Elevate the visibility and work of HYS with current and prospective donors interested in youth music education.
- Offer ideas and tactics related to growing HYS's overall strategy for expanding its qualified donor base.
- Utilize CRM (Altru by Blackbaud) data and evaluative measures to achieve maximum ROI on fundraising programs and efforts.
- Support the President and CEO and Board members on managing their donor portfolios, providing research, reporting and strategy suggestions and accompanying them on calls when appropriate.

Donor Relations & Portfolio Management

- Develop and manage a portfolio of individual, foundation, and corporate donors. Steward current portfolio members while prospecting for new or increased giving from current donors.
- Lead and manage donor prospecting and research utilizing the CRM database, recommendations from stakeholders, and other means to identify and qualify donors.
- Ensure excellent engagement experience is provided to donors through accessibility to program staff and leadership as appropriate, timely responsiveness, quality interactions, personalized communications, and regular follow-up.
- Capture and manage donor information including updating donor data, entering reports of all interactions and conversations, pulling relevant data and reports related to donor visits and strategy, and entering moves management and actions. Oversee the CRM process, including ensuring the validity of all data in the fundraising database and tracking systems.
- Plan and execute donor thank you and signature cultivation events, such as the He Makana O Nā Mele: The Gift of Music gala fundraiser.
- Research grant opportunities and work with the President and CEO to submit grant proposals to foundations and corporations that support the work of HYS in the community.
- Develop and implement an Alumni Relations and Engagement program.



Performance Objectives

Development Operations & Administration

- Create and implement an annual and long-term comprehensive development plan and calendar with corresponding deadlines, deliverables, budgets, and goals.
- Monitor budget and revenue targets and ensure that the department performs within revenue and expense guidelines and expectations.
- Motivate, develop, and supervise a Development Coordinator to deliver on specific components of the Development pipeline.
- Track Development trends, strategy, and best practices. Act as a resource for current practice and strategy, particularly around current industry trends.
- Utilize data and evaluative measures to assess donor satisfaction, identify improvements, and implement modifications.
- Monitor federated campaigns and annually update applications.

External, Community, & Partner Relations

- Develop solicitation materials related to fundraising in collaboration with the President and CEO, the Development Coordinator, and Marketing, Communications, and Social Media consultants.
- Serve as the primary contact for external marketing and public relations consultants. Be available and responsive in communications.
- Provide a best practice approach to HYS's efforts to effectively communicate the mission, goals, case for support, and accomplishments to donors, prospective donors, and the broader community.
- Create new and innovative marketing and outreach strategies using technology and social networks to increase visibility of the organization for diverse, new audiences.
- Establish and implement a plan to identify and build strong relationships with key donors, community leaders, and volunteers, and engage organizations and companies with which HYS should partner.



The Qualified Candidate

Hawaii Youth Symphony seeks a development leader who is energized by the opportunity to enhance and lead the organization's fundraising efforts and broaden the overall community impact of HYS and opportunities to invest in its mission. The successful candidate will have a passion for youth music education and bring a strategic and creative approach to developing a philanthropy program. An ability to understand and navigate Hawaii's philanthropic landscape and community will be key as the Director of Development serves as a spokesperson for HYS's interactions with partners, funders, and the broader base of community leaders.



Specific Requirements Include:

- A minimum of 5 years of nonprofit fundraising experience, preferably with an organization focused on Arts Administration, Music Education, or related field.
- Creative, self-starter attitude, with the desire to be visible in the community and build external relationships.
- Comprehensive understanding of philanthropy, including trends and strategies in all stages of the donor cycle.
- Proficiency with core social media platforms (e.g., LinkedIn, Facebook, IG, etc.), WordPress (preferred), and Microsoft 365 (e.g. Word, Excel, PowerPoint), and ability to utilize them as a tool in identifying and engaging donors.
- Ability to engage with diverse audiences, including donors, board members, community leaders, students, families, volunteers, staff, and the public.
- Prowess in problem-solving, strategic and creative thinking, and taking initiative with consistent and reliable follow-through.
- Strong analytic and project management skills, with a demonstrated ability to create, implement, and monitor complex plans with concrete goals.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.

Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities — such as women, people of color, LGBTQ, people with disabilities, and immigrants — are less likely to apply for jobs unless they meet every single qualification. Hawaii Youth Symphony is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging — so if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.

How To Apply

Compensation for this position has recently been benchmarked by HYS and KEES. This position offers a competitive salary range of \$100,000-110,000, commensurate with experience along with strong benefits including medical, dental, vision, and life insurance; pet insurance; 401K with 5% employer match; paid maternity leave; vacation and sick time; and 18 paid holidays.

This role requires in-person, in-office work. Many HYS events occur on nights and weekends, and the person in this position must be able to work accordingly. All employees must comply with HYS policies and procedures for safe work environment. A valid driver's license and clean driving record are required for this position.

Hawaii Youth Symphony is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

APPLY HERE

Applications with specific Cover Letters will be given priority consideration. To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE. All candidate submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

This search is being managed by Heather Eddy, President & CEO, and Megan Taylor, Project Manager, of KEES. Questions may be addressed to mtaylor@kees2success.com.

Please submit your application as soon as possible. Applications are accepted on an ongoing basis, and the search will remain open until a hire is made.



About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit [KEES](https://www.kees2success.com).