

## **AAPI Civic Engagement Fund**

Position Title: Development Director  
Location: Remote/Los Angeles preferred  
Salary Range: \$110,000-\$150,000

### **POSITION SUMMARY**

The AAPI Civic Engagement Fund (the Fund) was founded in 2013 with the belief that Asian Americans and Pacific Islanders must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders who achieve specific policy, systems, and transformational change. The Fund is fiscally sponsored by New Venture Fund.

We are seeking a strategic leader who is a seasoned fundraiser and relationship builder. This is a full-time exempt position whose main responsibilities will be to lead, develop, manage, and implement a comprehensive development program and cultivate strategic partnerships to drive investments supporting the organization's work.

### **Primary Duties and Responsibilities**

#### **Strategy**

- Work with the Executive Director and Advisory Board to determine the organizational strategy for financial stability of the organization.
- Set annual and longer-term monetary fundraising strategy and goals with relevant work plans to achieve those goals.
- Along with Executive Director, interface with the Advisory Board, maximizing their participation in cultivating funders, donors, and strategic development partners.
- Develop strategic partnerships with corporations, foundations, and individuals to advance the organization's strategies.
- Plan and execute fundraising events and campaigns that effectively communicate the purposes, priorities, and plans of the organization.

#### **Research and Implementation**

- Lead the development, implementation, monitoring, and assessment of the organization's revenue generation efforts.
- Lead, train, motivate, and partner with staff and board on fundraising goals, donor cultivation, and best practices.
- Research and identify public, foundation, and corporate grant prospects; writing and submitting grants, including detailed budgets; submitting grant reports; cultivating and stewarding relationships with individual and major donors, as well as institutional and corporate funders.
- Manage grant tracking process and reporting schedule, satisfying all reporting requirements in a timely manner.
- Collaborate with programs and communications staff to integrate development tactics and strategies to achieve overall goals.
- Lead the production of relevant and informative collateral materials for donors and other stakeholders to achieve development goals.
- Oversee fundraising and donor cultivation processes, including design and management of CRM, as well as grants management processes for foundation and corporate grants.

- Supervise development staff and consultants.

### **Secondary Duties and Responsibilities**

- Coordinate, collaborate, and participate with teams to meet overall organizational goals.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Education, Experience, Knowledge, Skills, and Ability**

The candidate must be an experienced fundraiser, highly collaborative, and an effective team player who listens and communicates well. They should bring a high level of intellect, curiosity, discernment, and have excellent interpersonal skills in this role. They should possess the following professional attributes and competencies:

- Commitment to the Fund's mission, vision and values.
- Minimum of 5 years of development experience.
- Demonstrated record of successful fundraising history.
- Strong project and time management.
- Proven record of successfully prospecting, cultivating and stewarding donors to increase giving.
- Extensive knowledge of fundraising strategies and principles, cultivating and managing grants and events, as well as a fluency in technology that supports fundraising.
- Exceptional communications skills, including writing, speaking and listening.
- Ability to communicate complex ideas and plans effectively to inspire various audiences.
- Demonstrated leadership skills and ability to build strong, collaborative relationships at all levels.
- Ability to work in a fast-paced environment that often has various pressure points.
- Ability to manage workload, prioritize projects, meet deadlines and maintain a sense of community.
- Sound judgment, integrity, humility, and respect for confidentiality.
- Proficiency in Microsoft Suites and Teams/Sharepoint, GoogleSuite, and Zoom, and adaptability to acquiring new technology and software.
- Expertise in CRM systems required. (Experience with EveryAction preferred)
- Willingness and ability to travel on occasion.
- Effective remote work, including using a computer for extended periods of time.
- Ability to work evenings and weekends when needed.
- Understanding of community organizing, grassroots mobilization, community-centered power building, electoral campaigns, popular education, and building local and national coalitions strongly valued.
- Direct experience working with immigrant and refugee communities, communities experiencing language barriers or that are predominantly Limited English Proficient, or culturally isolated is an asset.
- Knowledge of Asian American and Pacific Islander populations strongly valued.
- Fluency in an Asian/Pacific Islander language is an asset.

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits.

Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the

calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

#### **HOW TO APPLY**

1. Please submit the following documents to: [opportunities@aapifund.org](mailto:opportunities@aapifund.org)
  - a. Cover letter explaining your interest in this position
  - b. Resume
2. Include "Development Director" in the subject line of your email
3. Attach files in a PDF or Word format, LastName\_FirstName\_CL/Resume. Applications will be accepted on a rolling basis until filled.

#### **Hiring Statement**

The AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

#### **COVID-19 Policy**

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodation may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).