Development Manager - Job Announcement

Incorporated in 1990, the Asian Pacific Community Fund (APCF) is the only community based fund of its kind, generating vital resources and funding through Workplace Giving Programs as well as other channels to support the rapidly growing Asian and Pacific Islander communities. APCF and its 29 affiliate agencies provide linguistically and culturally appropriate health and human services to 225,000 residents throughout Los Angeles County and beyond. Programs and services are provided in 27 Asian languages plus English and Spanish.

The Asian Pacific Community Fund's mission is to cultivate philanthropists to invest in community organizations that empower underserved Asian and Pacific Islanders to prosper. We transform lives and meet the diverse needs of Asian and Pacific Islanders by building healthier communities, developing leaders, creating a stronger voice and providing the foundation for a brighter tomorrow.

APCF is looking for a highly motivated development professional who is passionate about the Asian and Pacific Islander community.

Job Title: Development Manager
Focus Areas: Workplace Giving, Resource Development, Donor Relations, Grants Management, Volunteer Management, Project Management
Salary: Commensurate with experience. This is a full-time exempt position.
Location: 1145 Wilshire Blvd, Suite 105, Los Angeles, CA 90017

The Development Manager's primary responsibility is to oversee the organization's workplace giving programs, grants management, volunteer program as well as other resource development programs. The Asian Pacific Community Fund generates vital resources and funding through Workplace Giving Programs as well as other channels for nonprofits serving the API community. Workplace Giving Programs allow employees to donate to community organizations via a payroll deduction and/or one time gifts. Annually the Asian Pacific Community Fund participates in numerous Workplace Giving Programs and supports over 50 employers who provide donation programs for their employees. This position reports to the Executive Director.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Workplace Giving Campaigns (WGC)
* Secure vital resources and funding through workplace giving programs
* Regularly make presentations to encourage giving to APCF
* Manage, plan and coordinate ongoing campaigns
    * Attend and participate in all WGC Meetings
    * Participate in and lead WGC committees as necessary
    * Track WGC activity, results and Affiliate Agency participation
    * Represent the organization in all WGC activities
    * Annually manage, track and prepare WGC applications and required information
    * Fiscal oversight of WGC budgets and results
    * Develop and cultivate relationships with WGC Federation Partners
    * Develop and cultivate relationships with WGC Employers/Leadership
    * Identify any key employees, supporters, champions to support WPGC efforts

- Build relationships with and gain support of Asian Pacific Islander Affinity Groups
- Secure, train and manage staff, interns and volunteers for participation in campaigns
  - Conduct Speaker Training workshops for volunteers
  - Provide volunteers/speaker with the necessary information to make presentations/attend events
  - Track and maintain volunteer database and forms

Grants Management:
- Work with donors and staff to develop RFPs, systems, etc. and disseminate to potential grantees
- Receive, review and prepare all grant applications for selection
- Manage & track all grant awards made by APCF
- Develop, secure and maintain all grant agreements
- Work with grantees to ensure that funds are used according to grant purpose
- Follow-up with grantees as necessary to ensure results reporting

Volunteer Management:
- In addition to WGC volunteers, manage the APCF volunteer program
- Screen, track and place volunteers at APCF and Affiliates
- Communicate with Affiliates for ongoing volunteer opportunities
- Respond to volunteer inquiries as well as follow up with candidates to ensure placement, etc.

Marketing & Communications:
- Work with Marketing Manager to provide Newsletter articles, Social Media content and any marketing opportunities to bring awareness to WGC as well as other activities and efforts
- Assist in efforts to publicize the Asian Pacific Community Fund
- Give presentations and promote the organization as needed

Provide Support for Organization Wide Activities, Events and Fundraising Efforts
- Work with the Executive Director to identify any donor prospects
- Help develop and maintain donor and prospect database
- Attend Board meetings and Board retreats as requested
- Be a team player to support different aspects of APCF for the overall growth and health of the organization
- Manage, participate and support various aspects of the annual gala, donor events, etc.

QUALIFICATIONS & REQUIREMENTS:
- Self-starter with strong project management, organizational, and problem solving skills
- Demonstrated ability to coordinate projects with maturity, initiative and timeliness and ability to manage multiple projects simultaneously with optimal results
- Excellent interpersonal, written and verbal communication skills
- Strong presentation and public speaking skills
- Ability to work independently and in a team environment
- Intermediate/advanced skills in Microsoft Word and Excel and internet research
- US citizen or permanent resident status
- Bachelor's Degree
- Valid California Driver's License, access to the use of a reliable automobile on a daily basis, and automobile insurance, regular local travel required
- Ability to work a flexible schedule (occasional nights and weekends may be required)
  Preferred:
- 2-5 years of relevant experience with demonstrated success
- Understanding and familiarity of the Asian and Pacific Islander community in Los Angeles County
- Ability to speak, read & write Chinese, Japanese and/or Korean a plus

TO APPLY, please email ALL of the following to HR@apcf.org with subject header "DEVELOPMENT MANAGER." Submissions without all 3 components will not be reviewed.

1. Cover letter
2. Salary Requirements or Salary History
3. Resume