



Development Director

Full Time / Exempt (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed. CPAF's annual revenue of \$2.5 million consists of government, foundation and corporate grants, annual gala and other event proceeds, and individual and corporate donations and sponsorships.

Summary Statement:

Under the direction of the Executive Director, and with the support of development staff, the Development Director is responsible for ensuring the agency obtains sufficient resources to carry out its mission.

Duties and Responsibilities:

- Development Plan: Works closely with Board of Directors and staff to develop and implement short and long term fundraising goals that are ambitious and sustainable. Ensures all fundraising activities comply with relevant laws and regulations, including tax laws.
- Grant management: Responsible for securing and retaining government, foundation, and corporate grants, including researching new opportunities and staying informed of funding trends, and developing relationships with key funders. Works closely with program leads to strategize and develop effective proposals, develop tools and infrastructure to capture requested data on grant reports, and ensure grant/contact compliance.
- Special Events: Works closely with Board of Directors, volunteers and staff to lead the annual gala and other events to raise unrestricted funds and visibility.
- Donor development and retention: Works closely with Board of Directors, volunteers and staff to grow donors and supporters, and to keep them engaged and invested in the organization. Oversees donor database.
- Marketing/PR: Responsible for developing and implementing the agency's marketing and public relation strategy. Trains board, staff and volunteers on key messages, develops talking points to respond to emerging issues and incidents of domestic or sexual violence.
- Supervision: Responsible for supervising development team. As part of the senior management team of CPAF, may be asked to lead other teams and staff when there are gaps leadership and/or in times of transition.
- Teamwork: As part of the senior management team at CPAF, the Development Director participates in Board support and development, leads in organizational development, mentors staff in other teams, fills leadership gaps, and represents the organization in various settings. In addition, provides general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office.
- Travel requirements: Driving is an essential job function for this position in order to *fulfill resource development duties*. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- 3+ years of paid work experience in resource development. Work experience should include grant writing and reporting, coordinating special events, donor development and retention, and developing marketing strategies.
- Demonstrate excellent communication skills, both written and oral.
- Supervisorial experience a plus.
- Enjoys engaging a diverse community of supporters and donors, including elected officials and government agencies, corporate sponsors, philanthropists, community leaders, etc.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.
- Some night and weekend work may be required.

Interested parties please submit cover letter and resume to hr@cpaf.info. Please state which position you are applying for and where you saw our posting. No phone calls please.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, color, religion, national origin or ancestry, sexual orientation, gender identity, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.