



Development Manager

Full Time / Exempt

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 corporate donations and sponsorships.

Summary Statement:

Under the direction of the Development Director, the Development Manager is responsible for building resources to ensure that the agency can carry out its mission.

Duties and Responsibilities:

- **Donor development and retention:** Responsible for day-to-day interaction with donors and supporters, maintenance of donor database, and processing of donations.
- **Special Events:** Coordinates fundraising events, including CPAF's annual Gala and donor appreciation events.
- **Solicitation Campaigns:** Plans and coordinates mail, phone and face-to-face solicitations; oversees solicitation and processing of in-kind donations.
- **Marketing/PR:** Creates marketing and public relations materials for donor engagement, including monthly e-newsletters, annual report, appeal letters, and social media.
- **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.
- **Teamwork:** Provides general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participates in program and organizational development, and attends staff and team meetings.
- **Outreach:** Represents the organization at public events; identifies/creates opportunities to be an ambassador for CPAF's mission.

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

- 2+ years of paid work experience in resource development. Work experience should include event planning, marketing, donor development and retention, and developing marketing strategies.
- Enjoys engaging a diverse community of supporters and donors, including community leaders, philanthropists, corporate sponsors, volunteers, etc.
- Experience using fundraising databases such as Salesforce, Raiser's Edge, etc.
- Demonstrates excellent communication skills, both written and oral.

- 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.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Some night and weekend work will be required
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

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.