



Asian Pacific Environmental Network (APEN) Job Announcement Development Manager –Full Time

The Asian Pacific Environmental Network (APEN) is looking for a motivated and driven development professional to grow the power of grassroots Asian and Pacific Islander (API) communities to advance environmental, social and economic justice.

**Asian Pacific
Environmental Network**
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APEN was founded in 1993 with the belief that all of us have the right to a clean and healthy environment, in which we can live, work, learn, play and thrive. APEN amplifies the collective voice setting the agenda for environmental, social and economic justice. By building an organized movement, we are bringing fundamental changes to economic and social institutions to make them prioritize public good over profits and honor the right of every person to a decent, safe, affordable quality of life, and the right to participate in decisions affecting our lives. APEN holds this vision of environmental justice for all people.

Position Summary

APEN is expanding our team and has created a new position of Development Manager to build out our fundraising capacity. The right candidate will have a creative spark, great attention to detail and excellent writing skills. They will use their exemplary communication skill to convey compelling stories of immigrant communities, the value of environmental justice, civic participation and APEN's impact in these areas. The Development Manager will manage all aspects of our grants and individual donor fundraising, raising approximately \$1.7 million per year and be supervised by APEN's Executive Director.

Grant Fundraising

- Implement long- and short-term strategies for APEN's resource development, in collaboration with APEN's Executive Director, Board of Directors, development staff and Leadership Team.
- Develop and write grant proposals for approximately 25 current foundations per year.
- Write, edit and ensure the timely submission of grant proposals, letters of inquiry and reports. This includes maintaining a grant's calendar and compiling all reporting requirements.
- Direct and support development staff and consultants to create and implement development goals, strategies and mechanisms for evaluation.
- Maintain a working knowledge on current foundation and individual donor landscapes, trends and practices.
- Create and coordinate strategies to cultivate and partner with higher-level donors working closely with the executive director, staff and APEN's Board of Directors.
- Assure executive director is prepared for successful donor cultivation efforts, such as special events and site visits.
- Help identify foundation prospects and develop appropriate strategies for approaching prioritized foundations.
- Oversee the maintenance of data entry systems for foundation, donor and supporter tracking and ensure the development of effective reporting formats.
- Develop case statements and program proposals with support of APEN's Senior Strategist.
- Prepare grant budgets; coordinate with operations and finance staff to complete grant budgets and grant reports.

Organizational leadership

- Participate in board development by attending board meetings as needed and preparing fundraising updates.
- Participate in long-term fundraising planning to diversify APEN's funding sources.

Individual Donor Development & Grassroots Fundraising

- Work closely with executive director to coordinate and implement strategies to cultivate and partner with major donors.
- Lead and coordinate the ongoing prospecting, cultivation and acquisition of individual donors via various strategies.
- Create plans to train and involve APEN staff, board and members to engage in fundraising.
- Coordinate the design, production and mailing of direct mail appeals and other donor mailings.
- Regularly update and maintain database, track donors and manage donor acknowledgement process.
- Track, coordinate and further develop monthly donor program.

Required Qualifications

- 5 years of development experience with at least three years of grant writing experience
- Excellent writing skills and ability to develop compelling stories
- Commitment to working with low-income immigrant communities of color and on immigrant issues
- Familiarity with grassroots organizing, advocacy and electoral engagement techniques
- Time management skills, work planning and attention to detail
- Flexible and team-oriented approach to problem-solving
- Familiarity with 501 c3 and 501 c4 structures a plus
- Willingness to travel, within California and nationally

Salary and Benefits

Salary DOE. APEN also offers a generous benefits package that includes: health, dental and vision (domestic partner coverage available); vacation and sick time; and an opportunity to qualify for a sabbatical. APEN is a family-friendly employer.

Application Process

Applications are due electronically (please use subject line “Development Manager”) to Mariko Masaoka-Drew, Operations Coordinator at apen@apen4ej.org and must include:

- Resume
- Cover letter describing interest in the position, qualifications and salary history
- Three references

APEN is an equal opportunity employer. Women, people of color, queer, and gender non-conforming people strongly encouraged to apply.

Incomplete applications will not be accepted.

Open until filled.