



Development Manager

National CAPACD seeks a full-time Development Manager to execute a comprehensive fund development strategy.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an experienced Development Manager to support the development and execution of an organization-wide fund development strategy that meets the needs of a dynamic and growing organization with an annual budget of \$3-4 million. The Development Manager reports to the Deputy Director of External Affairs and works closely with National CAPACD's Executive Team.

The Development Manager plays a central role in building the fund development infrastructure. This includes executing a comprehensive fund development strategy and building the infrastructure for individual donor giving. This position is also responsible for positioning National CAPACD with major corporate, foundation, and public partners and works collaboratively with program directors to maintain and develop new funding relationships to support the organization's work.

Roles and Responsibilities Include:

- Execute National CAPACD's annual fundraising plan in collaboration with the Deputy Director of External Affairs;
- Identify, cultivate, and solicit new and existing corporate, government, and foundation partners;
- Create and execute a strategy for building and cultivating a base of annual individual donors;
- Manage the development and tracking of new grant proposals, letters of intent (LOI), narratives, budgets, and reports;
- Maintain comprehensive fundraising calendar, ensuring that all deadlines and targets are met;
- Develop regular progress reports and planning documents on fundraising status to the Deputy Director of External Affairs and Executive Team;
- Develop and manage a centralized fundraising tracking system including data entry, donor acknowledgment, and gift processing;
- Support the External Affairs team in bi-annual Convention and other events.

Note: Moderate travel is required for this position.

Required Qualifications:

- Bachelor's degree or equivalent experience;
- Minimum of three years of work experience in nonprofit development;
- A track record of successful fundraising;
- Demonstrated excellence in communications;

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Development Manager Job Posting

- Experience with grant writing and grants management;
- Exceptional attention to detail;
- A deep commitment to supporting the community development needs of low-income and immigrant AAPI communities;
- Ability to speak clearly in English on the phone and in person and be understood by others;
- A team player with a demonstrated ability to work well in a small, highly collaborative environment;

Desired Qualifications:

- Knowledge of gentrification, displacement, community development, asset building and issues impacting low-income AAPI communities;
- Familiarity with individual donor campaigns.

Physical Factors

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds.
- Must be able to travel domestically with overnight stay, at least 5-6 times per year.

Working Conditions

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Development Manager is an exempt, full-time position based in our Washington, DC office, Exceptional candidates will be considered for our Oakland, CA office. Annual salary range is \$60,000 - \$70,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance, and a 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter, resume, and a 3-5 page writing sample to apply@nationalcapacd.org, with Development Manager as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

7/12/19