



Director of Development Job Posting

National CAPACD seeks a highly motivated Director of Development to develop and execute a comprehensive fund development strategy and oversee the organization's communications strategy.

Organizational Background:

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 21 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

Overview:

National CAPACD seeks an experienced Director of Development to lead the development and execution of an organization-wide fund development strategy supporting an annual budget of \$4-5 million and to oversee its communications strategy. The Director of Development serves on the senior leadership team (Management Team) at National CAPACD and contributes to the overall strategic direction of the organization.

The Director of Development will report to the Executive Director and work closely with Management Team on executing a fund development strategy that supports the needs of a dynamic and growing organization and its membership. The Director of Development will have a central role in building the fund development infrastructure. This includes designing and executing a comprehensive fund development strategy, overseeing a Development Team, building the strategy and infrastructure for individual donor giving, and managing the engagement of an Advisory Council made up of corporate and nonprofit leaders.

The Director of Development will be responsible for positioning National CAPACD with major corporate, foundation, and public partners and will work collaboratively with program directors to maintain and develop new funding relationships to support the organization's programmatic and policy activities. Further, the Director of Development will support in the development of marketing collateral, social media, website, direct mail, and media communications, as well as in the development of materials and communications tools for potential donors and other activities as identified. The Director of Development will directly manage the Events and Fundraising Manager and the Membership and Communications Manager.

Roles and Responsibilities Include:

- Develop and execute National CAPACD's annual fundraising plan in collaboration with Board of Directors and Management Team;
- 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 Advisory Council and Board Fundraising Committee engagement and associated annual meetings for the purpose of raising unrestricted funds;

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- Manage the development and tracking of new grant proposals, letters of intent (LOI), narratives, budgets, and reports in collaboration with program and fiscal staff and grant writers as appropriate;
- Maintain comprehensive fundraising calendar, ensuring that all deadlines and targets are met;
- Develop regular progress reports and planning documents on fundraising status to the Executive Director, Management Team, and Board committees;
- Manage the implementation of a centralized fundraising tracking system as appropriate and oversee staff responsible for data entry, donor acknowledgement, and gift processing;
- Supervise the Events and Fundraising Manager in the execution of National CAPACD's Annual Convention and other special events as identified;
- Supervise the Membership and Communications Manager in the engagement of new and existing members and the collection of annual membership dues, and in the development of marketing and branding materials and other external communications;
- Join the Executive Director as an outward-facing representative of the organization to foundations, corporations, major donors, and other strategic collaborations.

Note: Travel is required for this position.

Required Qualifications:

Bachelor's degree or equivalent experience; 5+ years of experience in nonprofit development, with increasing levels of responsibility over time; demonstrated excellence in organizational, managerial, and communications skills; experience with grant writing and grants management; strong communication and relationship building skills. Must be committed to supporting the community development needs of low-income and immigrant AAPI communities and willing to work in a fast-paced setting. Must be a team player who has demonstrated an ability to work well in a small, highly collaborative environment.

Desired Qualifications:

Master's degree or equivalent experience; knowledge of community development, asset building and issues impacting low-income AAPI communities; familiarity with individual donor campaigns; experience in nonprofit management at a senior level, including budgeting, supervising staff, and program administration.

Compensation:

The Director of Development is a full-time position based in Washington, DC. Annual salary range is \$70,000 - \$95,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance and 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, with Director of Development Application in the subject line.

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. No calls, please.

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