



Fundraising Manager

National CAPACD seeks a full-time Fundraising 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 Fundraising 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 Fundraising Manager reports to the Deputy Director and works closely with National CAPACD's Executive Team.

The Fundraising Manager plays a central role in building the fund development infrastructure. This includes executing a comprehensive fund development. 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:

- Manage the execution of National CAPACD's annual fundraising plan in collaboration with the Deputy Director;
- Identify, cultivate, and solicit new and existing corporate, government, and foundation partners in collaboration with the Executive Team, Management Team and Board of Directors;
- 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;
- Supervise the Data and Reporting Coordinator in their work to document and track organizational impact.
- Develop regular progress reports and planning documents on fundraising status to the Executive Team and Board of Directors;
- Develop and manage a centralized fundraising tracking system including data entry, donor acknowledgment, and gift processing;
- Manage fund development consultants as needed;
- Support management and correspondence with individual donors, members and sponsors of events;
- Support the organization in bi-annual Convention and other events that serve as fundraising opportunities for the organization.

Note: Moderate travel is required for this position.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Fundraising Manager Job Posting

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;
- 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;
- 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.

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 Fundraising Manager is an exempt, full-time position based in either in Oakland, CA (preferred) or Washington, DC. Annual salary range is \$60,000 - \$95,000, 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 Fundraising 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.

12/14/2020