Management Associate

Position Description

Reporting to the Manager of Strategic Opportunities, the Management Associate is an entry level position responsible for supporting the organization’s management, operational, fund development, as well as communication & marketing activities. The position may also help to pilot new initiatives.

Responsibilities

Operational & Management Support

- Coordinate with executive and management staff to provide periodic orientation sessions to new employees and new board members
- Verify, maintain, and update all necessary personnel records and ensure proper records are kept for all personnel actions
- Assist executive staff to compile, update, and maintain the organization’s policies and procedures, personnel manual, Standards of Ethics, etc.
- Assist organization executive staff to monitor regulatory and legal changes applicable to the organization and assist in developing and implementing compliance measures
- Assist organization executive staff to communicate the organization’s personnel policies to new hires as well as current employees
- Assist organization executive staff to facilitate operational duties in relations to programs, fundraising, marketing and communications, infrastructure, and administrative support
- Coordinate volunteer and internship activities
- Provide support in direct client contacts and other program service activities
- Provide support in Board and Committee processes including taking meeting minutes
- Support front desk duties
- Provide record keeping support

Fund Development Support

- Assist and support the organization’s annual fundraising activities
- Track prospect and donor information
- Maintain and update related data base
- Prepare for donor/funder meetings with required research
- Track and classify donations
- Research and identify prospective public & private grant opportunities, corporate support, and individual donors

Communications & Marketing Support

- Manage organization web site, social media, and traditional newsletters
- Gather, organize, and present contents for media update
- Author and translate press releases and media advisory
Represent CMP in occasional community and public activities

Event planning
- Assist in organizing and coordinating special events including: fundraisers, cultivation opportunities, press conferences, promotion/marketing events, etc.
- Collaborate with program staff in organizing specific outreach and program related events

Other duties as assigned

Candidate Qualifications
- Minimum a bachelor’s degree
- Respect the nature of the position’s responsibilities and uphold the utmost confidentiality necessary to perform its duties
- Vibrant, dynamic personality with energy and passion in CMP’s mission
- Proactive work style with ability to initiate a conversation and quickly assess as well as identify key talking points
- Eagerness to learn about nonprofit management and operation
- Basic track record in producing persuasive written materials and successful in-person solicitations
- Excellent verbal communications skills and demonstrated writing and editing skills
- Strong organizational, analytical, creative, and interpersonal abilities
- Ability to work independently and as part of a team to ensure systematic stewardship of funders and follow through on projects
- Ability to coordinate multiple projects, set and meet deadlines and manage strict timelines
- Must be an independent self-starter who is creative, curious, inquisitive, and a resourceful problem solver
- Must be proficient in use of mainstream social media. Ability to use Asian ethnic oriented social media a plus
- Flexible work schedule with some evening and occasional weekend hours
- Computer proficiency
- Fluency in one of the Asian languages preferred
- Graphic design skills and/or photography skills a plus

Compensation
- $28,000 - $35,000 per annum
- Health & dental benefits with annual paid leaves
- Opportunity to join a mission oriented career path and exposed to non-profit management work

To Apply
Send resume and cover letter in Word or PDF format to hr@cmpny.org. Subject line “Management Associate”. No phone calls please.