API Chaya
Job Opening – Development Manager

Job Title: Development Manager
Job Classification: 1.0 FTE (35 hours/week)
Position Reports to: Executive Co-Director
Application Deadline: Open until filled. First interviews will be conducted the week of 8/9/21.

API Chaya empowers survivors of gender-based violence and human trafficking to gain safety, connection and wellness. We build power by educating and mobilizing Asian, South Asian, Pacific Islander, and all immigrant communities to end exploitation, creating a world where all people can heal and thrive. This work is done through organizing our communities to end violence and oppression, as well as through support services for survivors. We work in diverse communities, including immigrants and refugees, young people, LGBTQ, faith-based, and various ethnic and cultural groups and people with disabilities. For more information about our organization, please visit www.apichaya.org.

API Chaya is seeking a Development Manager who will lead major individual fundraising activities and special events. This Manager will be responsible for co-building and executing a strategic development plan that expands and diversifies our funder base. They will have primary responsibility for establishing and implementing the infrastructure needed to grow the budget through the solicitation of major gifts, grassroots fundraising, special events, and corporate support, as well as tracking and managing all donor information and appreciation. This individual should have demonstrated skills with donor cultivation, coordinating major events, storytelling, relationship building. We are looking for a creative thinker who is excited about creating new strategic plans for fundraising. The Development Manager will systematically and effectively strengthen the organization’s overall fundraising capacity and would be dedicated to the organization’s mission.

We’ve traditionally hosted a 500 person gala, which raised over $315,000 in 2019. We have approximately 1500 individual donors annually, contributing to about 11% of our overall budget.

JOB DUTIES

Strategy and Administration
- Create and implement strategies for donor development and cultivation, which will provide a diverse and sustainable funding base.
- Participate in the leadership team to support the agencies’ overall strategic plan, and continued alignment with mission, vision, and values.
- Supervise large and diverse groups of volunteers towards fundraising goals.
- Oversee the development budget and monitor expenses.
- Develop substantive knowledge and contributes to organizational communications to target communities and as part of campaigns; including social media, newsletters, and special videos.
- Respond to routine phone calls and emails.

Donor Development
- Create and execute a strategy for a large sustained base of annual individual donors; with particular interest in growing a grassroots fundraising base.
- Establish effective and consistent communication with current and prospective donors, in line with API Chaya’s overall communications strategy.
- Accurately oversee tracking of API Chaya’s donors and gifts.
- Provide statistical analysis of donor data to Co-Directors.
- Conduct research on prospective individual, corporate, and foundation funders.
- Draft individual and corporate requests.
• Grow a major gifts program including identification, cultivation and solicitation of major donors.
• Facilitate meetings with the Co-Director and major/institutional donors.
• Maintain gift recognition.
• Develop and implement direct donor mailings, appeal letters, and other donor mailings as needed.

**Fundraising Events and Campaigns Planning**
• Develop the vision, goals, and strategy of API Chaya’s fundraising events with the Co-Directors and volunteer event committee.
• Administer signature fundraising and donor stewardship events.
• Direct fundraising drives, including supervising the set-up, coordination, and break down of donor development events.
• Select event vendors and staff. Direct and supervise their work.
• Support board members to take a more active fundraising role.
• Plan and manage the logistics of an event, including venue, guests, programs and other event materials, catering, and marketing.
• Recruit, train, and support fundraising volunteers.
• Work with the Volunteer Coordinator to effectively manage event-related volunteers and serve as the primary liaison between staff and the event committee.
• Track event expenses against the budget and review accuracy of invoices.
• Create solicitation materials.

**QUALIFICATIONS**
• 3-5 years of fund development experience.
• 1-3 years supervision experience, including volunteer management.
• Demonstrated success in a development function (managing and forging relationships with multiple donor sources).
• Experience and knowledge of fundraising specific to South Asian, Asian, Pacific Islander, and Native Hawaiian cultures and communities.
• Tangible experience of having expanded and cultivated existing donor relationships over time.
• Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
• Ability to construct, articulate, and implement an annual strategic development plan.
• Excellent verbal and written communication skills.
• Ability to convey complex ideas through brief, simple materials.
• Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
• Interest and engagement with API Chaya’s mission.
• High-energy person who is highly relational.
• Strong analytical skills, detail oriented with fastidious organizational skills within a dynamic environment of shifting priorities.
• Excellent problem solver.
• Experience with Salesforce or other CRM databases.
• Ability to maintain appropriate confidentiality and boundaries with staff and community.
• Bilingual/Bicultural preferred, but not required.
• Experience with peer-to-peer virtual fundraising campaigns preferred.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
API Chaya is an equal opportunity employer and does not discriminate on the basis of race, disability, ethnicity, age, religion, gender identity, or sexual orientation. We welcome you to bring your full selves to the interview process. Survivors of sexual assault, domestic violence, and/or human trafficking encouraged to apply.

We are located in a confidential location in Seattle, WA. Our office is wheelchair-accessible, and we aim to have a scent-free space. We also provide interpretation and/or CART for Deaf & hard of hearing folks. We welcome employees to bring their full selves to work and strive to make our office as accessible as possible.

COMPENSATION
Full time (1.0 FTE) compensation is planned to be offered between $75,745 - $85,213, depending on experience. Generous personal leave and benefits package including paid vacation, personal holidays, self-care days, sick leave, retirement contributions, and agency-paid medical, dental, and vision insurance.

TO APPLY
We would like to fill this position as soon as possible, open until filled. Please send a chronological resume and cover letter explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of API Chaya appeals to you; and (3) Why the Development Manager position at API Chaya is the desired next step in your career.

Please submit your resume and cover letter to hr@apichaya.org with the subject “Development Manager Application” in the subject line.