Development Coordinator

Who We Are
LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made, not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities. Guided by the philosophy: “Keep Your Values. Develop New Skills.®” LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About This Role
LEAP is seeking a Development Coordinator to support our efforts in enhancing our reach and awareness within the corporate, nonprofit, and communities invested in API advancement and leadership. In this role, you will be assisting the Chief Development Officer in expanding LEAP’s mission and vision by supporting and cultivating relationships with donors and partners, both current and potential.

Our ideal candidate for this role would possess a keen eye for detail and organization, welcome the opportunity to be challenged creatively, embody strong communication skills, and have the drive to empower the API community. This role requires the Development Coordinator to stay updated on conversations happening within the API community and leadership education to identify trends and ensure LEAP is serving the needs of our audience. To succeed in this role, our ideal candidate would need to thrive in a fast-paced environment, demonstrate solid collaborative efforts, quickly pivot between competing priorities, and regularly think outside the box.

What You’ll Do
• Assist the Chief Development Officer with donor research, creating proposals, fundraising reporting, and other duties as needed for prospects and current clients.
• Support the Chief Development Officer and Development Manager in managing grant applications, impact reports, and more.
• Assist Development Manager in overseeing LEAP’s current Customer Relations Management (CRM) system, Salesforce. Ensure proper stakeholder activity tracking in the CRM, including contact information, tracking current and new donor/sponsor actions and contacts, event attendance, monitoring/processing contributions, and more.
• Support with planning, execution, and pre/post outreach of fundraising and community-building events.
• Work closely with the Development Manager in creating fundraising appeals, overseeing donor acknowledgments, and other individual giving-related activities.
• Manage donor data, gifts and pledges, and other records in an accurate, timely, and secure manner.
• Ensure donor acknowledgements and other correspondence are sent in a timely manner.
• Assist in the preparation of grant applications and other fundraising proposals.
• Research and identify prospective new donors.
• Assist the communications team in collecting information and content for newsletters, individual giving outreach, and events promotions.
• Plan and facilitate meetings and other events, including managing guest lists, registration, and other event coordination.
• Remain available for additional supportive duties as needed.

**Who You Are**

• 1+ years of experience in administration, preferably working with nonprofits, the API community, and political or social justice issues.
• Hold a bachelor’s degree in Communications, Journalism, Political Science, or related field.
• Must have strong familiarity with the Asian and Pacific Islander community, including its needs, challenges, and opportunities.
• Display excellent oral and written communication skills.
• Ability to work well under pressure, manage multiple projects concurrently and update priorities as needed.
• Willingness to travel and work evenings/weekends as needed.
• Experience with Salesforce, Adobe applications, and Microsoft preferred.
• Must have a passion for purpose-driven and solutions-focused work.
• You thrive in a fast-paced environment and are flexible to pivot when needed.
• You have a great sense of humor and enjoy being a part of a close-knit team.

**Other Information**

• Full-time, non-exempt position with compensation range $22 - $26 per hour.
• Remote work possible.
• Full health, vision, and dental coverage; long-term disability after two months employment.
• Option to participate in Health Savings Account with employer contribution.
• Participate in 401K Retirement Plan with 4% employer match after one-year of employment.
• Unlimited paid time off.
• Winter and Spring office closures.
• Personal Development and skill-building support.

If you are interested in helping the API Community and this role interests you, we encourage you to apply by emailing your resume to Eledy Vargas at evargas@leap.org