Development Manager - Job Announcement

Since 1990, the Asian Pacific Community Fund (APCF) is the only community-based fund of its kind in Southern California, generating vital resources and funding through various channels to support the rapidly growing Asian Americans and Pacific Islander (AAPI) communities. APCF and its network of 74 AAPI agencies provide linguistically and culturally appropriate health and human services to over 4.9 million residents throughout Los Angeles County and beyond. Programs and services are provided in 47 Asian and Pacific Islander languages plus English and Spanish.

The Asian Pacific Community Fund’s mission is to cultivate philanthropists to invest in community organizations that empower underserved AAPIs to prosper. We transform lives and meet the diverse needs of AAPIs by 1) building healthier communities, 2) developing leaders, 3) creating a stronger voice, and 4) providing the foundation for a brighter tomorrow.

APCF is looking for a person with ability to work well under pressure with frequent interruptions, to prioritize changing workloads in order to meet tight deadlines, and to work both independently and as a member of a team who is a tech-savvy professional and passionate about the AAPI community.

**Job Title:** Development Manager  
**Focus Areas:** Fundraising, Donor Management and Resource Development  
**Salary:** Commensurate with experience. This is a full-time position.  
**Location:** 1145 Wilshire Blvd., Suite 105, Los Angeles, CA 90017  

**JOB SUMMARY:**
The Development Manager has the unique opportunity to build upon the 30+ years of great work laid out by APCF leadership and help guide the next phase of fundraising and resource development for this legacy organization. This role will seek to continue the fundraising programs in place while tapping into new interest and relationships in the corporate and private sector.

Although the past few years brought many challenges to the API community, it also created an awareness of the need for API philanthropy and a resurgence in the API community to support organizations like the APCF. The Development Manager has the opportunity to tap into this new interest and build a blueprint around fundraising at the APCF through a modern lens, setting up the legacy of the foundation for the next 30 years and beyond.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Fundraising and Resource Development
• Works with APCF leadership to support the work, mission and vision of the APCF in any and all of its fundraising efforts. From capacity building programs to the board leadership program, the annual gala and new corporate opportunities, the Development Director will ensure that APCF programming is the brand standard for all AAPI organizations.
• Responsible for supporting all fundraising efforts across the organization with the support of APCF leadership and staff. Opportunity to engage with new corporate sponsors and donors to activate new programs and reinvent existing opportunities.

Organization Mission and Strategy
• Works with APCF leadership to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
• Serve as the voice of the organization, ensuring that the great work is communicated and a regular cadence of updates around fundraising is shared with all stakeholders both internally, at the board level and with relevant partners.
• Builds and executes strategic plans that drive the needs of the organization that include events, communication and external marketing strategy to support any and all programs and events.

Financial Performance and Viability
• Manages all tracking of fundraising efforts with APCF finance and legal teams to ensure the financial health and compliance of the organization.
• Responsible for fundraising and developing other revenues including but not limited to sponsorship, partnerships, events, donor cultivation and campaigns.
• Anticipates costs and needs while operating within the approved budget, ensuring maximum resource utilization.

Corporate ERG, BRG, CSR and Social Impact
• Strategizes with Executive Director, Board and partners to build and implement new fundraising opportunities that complement existing programs as well as future growth opportunities.
• Works with new donors, both individual and corporate to build trust and long-term opportunities.
• Supports Executive Director in strategic planning against current and pipeline opportunities, specifically around fundraising and program goals of the APCF.
• Understands the donor cycle and can cultivate relationships that lead to long term opportunities to build the APCF donor community.

QUALIFICATIONS & REQUIREMENTS:
• Dedication to the work, mission and vision of the APCF.
• Four or more years nonprofit management experience or comparable financial or growth experience.
• High level strategic thinking and planning that include the ability to envision and convey the organization’s strategic future to the staff, board, volunteers and donors.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers. Ability to effectively communicate the organization’s mission to donors, volunteers and the overall community.
- Active fundraising experience with excellent donor relations skills in addition to an understanding of the funding community.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Self-starter with strong project management, database management and organizational skills who is self-motivated, creative and detail oriented.
- Ability to work a flexible schedule (occasional nights and weekends may be required).
- Successful applicants will be asked to show proof that they can legally work in the US.

Additional Considerations
- Computer proficiency in Windows operating system and MS Office software, including Word, Excel, Powerpoint and Access.
- Ability to operate Internet applications and email as well as proprietary and external vendor programs including CRM database software (Salesforce), Squarespace Website Builder, Wufoo Online Form builder, etc.
- Understanding and familiarity of the API community in Los Angeles County.
- Ability to speak, read, and write Chinese, Japanese and/or Korean.
- Looking for an individual with a start-up/growth mindset who understands the importance of the work and seeking an opportunity to define what the APCF can do to add to its legacy as it enters the next generation of giving and philanthropy in the API community.

TO APPLY, please email the following to HR@apcf.org with subject header “DEVELOPMENT DIRECTOR”:
1. Cover Letter
2. Salary Requirements or Salary History
3. Résumé