



**Asian Americans/Pacific Islanders in Philanthropy**  
**JOB DESCRIPTION**

**Job Title:** Development Manager  
**Reports to:** Associate Director  
**FLSA Status:** Non-Exempt

Please send resume and cover letter to: [maria@aapip.org](mailto:maria@aapip.org)  
Position open until filled.

**Organization Description:**

Founded in 1990, Asian Americans/Pacific Islanders in Philanthropy (AAPIP) is a national membership and advocacy organization dedicated to improving Asian American/Pacific Islander (AAPI) communities through philanthropy. AAPIP also seeks to advance traditional philanthropy by making it more inclusive, just, equitable, and accountable. AAPIP members include foundations, staff and trustees of grantmaking organizations, and nonprofit organizations in eight regional chapters in the United States. AAPIP engages AAPI communities and philanthropy to address unmet needs; serves as a resource for and about AAPI communities; supports and facilitates giving by and to AAPI communities; and incubates new ideas and approaches for social justice philanthropy.

**Summary:**

The Development Manager coordinates, implements, and administers ongoing institutional fundraising strategy including prospect research, application submission, tracking and reporting. The position acts as a liaison with the communications consultant to ensure work is completed according to expectations. This is a full-time (40 hours per week) position and is located in the San Francisco national office.

**Essential Duties & Responsibilities include the following. Other duties may be assigned.**

**Development**

- Manage all development functions related to Foundation and other institutional funding.
  - Coordinate activities of staff and consultants who conduct various aspects of foundation fundraising including: Executive Director, Associate Director (budget development and overall proposal/report language), Project Directors (Post 9/11 Fund, Community Philanthropy, National Gender and Equity Campaign), Membership Director (institutional membership), and Contract grant writer.
  - Maintain internal systems related to foundation and institutional fundraising including: tickler system for funding/reporting deadlines, reports to board, and capturing background and relationship information.
  - Collaborate with Information Systems Director to ensure coordination between development and AAPIP programs, as well as systems integration between grants (in) and grantmaking activities

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- Responsible for submission of all general operating and program proposals and reports from the National Office, ensuring that content is aligned with AAPIP's strategic organizational and program goals, and also ensuring that message and content are consistent and accurate.
- Responsible for positioning the organization with current and prospective funders while cultivating new and innovative partnerships related to specific strategic initiatives.
- Development Planning:
  - Assess foundation fundraising needs
  - Develop, implement and maintain a comprehensive organization-wide foundation fundraising strategy
  - Develop, implement and maintain an infrastructure for foundation grants fundraising

**Communications**

- Liaise with external communications consultant to ensure accurate and timely completion of assignments consistent with expectations.
- Clearly communicate assignments, monitor progress and review deliverables.
- Provide input to the development and implementation of communication strategies and plans.

**Supervisory Responsibilities:** None

**Skills & Qualifications:**

- Strong working knowledge of all aspects of the grant-seeking process as evidenced by a minimum of 3 years experience in fund development.
- Strong facility working across agency departments in the pursuit of crafting appropriate proposals, grants, and reports related to programs/initiatives and assuring alignment with strategic organizational goals.
- Understanding of the local state and national philanthropic field.
- Excellent oral and written communication skills and interpersonal skills, including the ability to listen effectively, to select and use appropriate communication methods, and to present ideas and information effectively, both orally and in writing.
- Ability to effectively manage multiple tasks and priorities to conclusion.
- Ability to maintain a work pace appropriate to workload.
- Ability for accuracy and thoroughness in completing work.
- Ability to work effectively as part of a team.
- Intermediate to Advanced proficiency in Word, Excel.
- Intermediate proficiency in or aptitude to quickly learn grant-seeking and tracking software.

**Education/Experience:**

- Bachelor's degree (B. A.) or equivalent; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Minimum 3 years experience in fund development capacity.

**Certificates, Licenses, Registrations:** None



## **Asian Americans/Pacific Islanders in Philanthropy JOB DESCRIPTION**

### **Work Environment:**

Work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in an office environment. Position requires travel up to 10% of time on the job.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires extended periods of sitting and working at a computer. Position requires clear vision at 20 inches or less and ability to adjust focus. Position also requires occasional lifting of up to 25 pounds.