

Position Title: Development Coordinator
Reports To: Development Manager

Hours: 1.0 Full-Time Equivalent (40 hours/week)
Duration: Permanent Position

Compensation: \$35,000-44,000 DOE; plus benefits, generous 90% employer-paid medical, dental, vision and naturopathic health insurance, 401K plan, alternate transportation incentive program, cell phone credit, paid time off starting at three weeks per year, seven paid holidays annually & flexible family-friendly schedule. Consideration of candidates will begin July 10, 2019, and continue until the position is filled. Anticipated start date in August or September.

About Us

APANO (The Asian Pacific American Network of Oregon) is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization and affiliated with our sister organization APANO Communities United Fund a 501c3 organization to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are organizing, leadership development, civic engagement and policy advocacy, and cultural work. We are organizing and uniting low-income, limited English proficiency, immigrant and refugee API communities, activists, and allies statewide in order to improve opportunities and prosperity for all Oregonians. We increasingly work at the intersections of oppression, are committed to shifting the balance of power, and striving for systemic change in solidarity with communities experiencing oppression. APANO Communities United Fund is a 501(c)(3) organization with an annual budget of \$3 million. APANO is a 501(c)(4) organization with an annual budget of \$160,000.

About the Position:

We are looking for a motivated individual to join our growing fundraising team, to help craft the systems and strategies to support our strategic goals. The successful candidate will join a growing, seasoned team of member-leaders and staff working to win concrete change in the lives of Asian and Pacific Islanders in Oregon and the larger world. Our ideal candidate is self-motivated and collaborative individual with experience managing volunteers, is detail and systems orientated, and has the desire to learn fundraising principles. The Development Coordinator reports to the Development Manager.

Position Responsibilities:

Strategies (5%)

- Work with Development Manager & Associate Director to plan and implement APANO's annual fundraising and stewardship plans and co-create new cultural and regional strategies of fundraising

Individual Giving and Grassroots/Member Engagement (30%)

- Play a key role in the implementation of specific campaigns: Direct Mail Appeals, Workplace Giving Campaigns, 3rd Party Business Engagement, house party coordination, End of Year Giving / Holiday fundraising activities, and other specific campaigns.
 - Coordinates APANO volunteers in fundraising activities
- Assist in APANO Membership design and implementation

Administrative and Database Management (30%)

- Play a key role in development admin activities including:
 - Data entry of donations, pledges, and grants in EveryAction and Greater Giving CRM databases
 - Issuing acknowledgment letters in gift processing and invoices
 - Assisting and training APANO staff in database needs

- Research, develop, and maintain systems for efficient reporting of grant and donor-related activities

Annual Fundraising Gala - Voices of Change (35%)

- In-kind donation solicitation and acquisition
- Guest list coordination
- Volunteer recruitment and event-day coordination
- Assist Executive Director, Associate Director, and Development Manager as needed

Qualifications :

The Development Coordinator will have:

- Working knowledge and minimum 2 years of real-world experience in planning, managing and executing activities in community organizing, political campaigns, or nonprofit programs, with strong organization and attention to detail
- Volunteer management experience
- Experience in using EveryAction, Greater Giving, Voter Activation Network or other similar CRMs
- Deep commitment to and vision for APANO's mission and strategic plan
- Strong communication skills in writing, and verbal (including over the phone), with the ability to connect across multiple varied audiences
- Proficiency with basic office systems including PC & Mac, GSuite systems, spreadsheets, word processing, email, social media, & web.
- The ability to work on deadline and maintain close communication and coordination with supervisor, co-workers, and volunteers with minimal supervision, and work well as a team in a collaborative, creative, open-office environment while providing strong leadership
- Respect for and demonstrated experience working with Asian and Pacific Islander activists, and a deep understanding of issues affecting Asian and Pacific Islander communities

Preferred, but not required:

- Understanding and experience with community organizing, civic engagement and/or policy advocacy
- Proficiency in database management
- Proficient in spoken and written Asian or Pacific Islander language, preferably Vietnamese or Cantonese

How to Apply

Only complete applications submitted by July 10, 2019, at 5:00 PM Pacific Time will initially be considered.

Applications need to be emailed as an attached document (PDF preferred) to jobs@apano.org with the subject title "Development Coordinator." Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education, and accomplishments.
- At least 3 references, including your current or most recent position, their name, title, email, phone, city and state information, and your relationship to them.
- One writing sample focused on fundraising such as a grant excerpt, fundraising pitch, etc. and a brief explanation of the results of your efforts.

For more information, email questions to Development Manager at colin@apano.org. No phone calls please.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.