



Posting Date: September 2020

Position Title: Development Coordinator

Reports To: Development and Communications Director

Duration: Regular Position

Hours: 1.0 Full Time Equivalent, Exempt Position

Compensation: \$41,059 - \$46,212, plus benefits: 90% employer-paid medical, dental, vision insurance, 401K plan with employer contribution, transit subsidy, cell phone credit, paid professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and flexible family-friendly schedule.

Organization Description:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund with an annual budget of \$3 million, and works closely with its affiliate 501(c)(4) organization, APANO, with an annual budget of \$200,000.

Position Description:

The Development Coordinator will play a key role in advancing APANO's mission and work by supporting the Development Team and the organization's fundraising efforts. The Development Coordinator will report to the Development and Communications Director and help implement APANO's development strategy by engaging with APANO donors and members as well as sponsors, foundations, and other supporters. They will also play a critical role in crafting and maintaining development systems and donor databases.

Primary Responsibilities:

Strategy (10%)

- Work with the Development and Communications Director and other organization leaders to plan and implement APANO's annual fundraising goals and campaigns

Individual Giving & Member Engagement (60%)

- In collaboration with the Development and Communications Director, foster and manage communications with donors, sponsors, foundations, and other funders
- Develop and execute strategies to cultivate relationships with donors including acknowledgment of gifts, ongoing updates and communication, and developing new contacts
- Co-create and support fundraising campaigns including end of year fundraising and annual fundraising event ; specific campaigns may change from year to year due to changing conditions
- Partner with programs and other staff to brainstorm and implement fundraising efforts



- Support the development team to plan and execute special fundraising events, including an annual fundraising event

Data & Database Management (30%)

- Maintain APANO's donor database (EveryAction) including tracking individual member information as well as funder, grant, and sponsor information
- Work with finance team to help reconcile EveryAction to accounting software
- Support program and other teams to input and use data and cultivate a culture of data and philanthropy within the organization
- Track and report fundraising totals on a regular basis to share with the whole organization, inform organizational planning, and track progress towards development goals

Required Qualifications:

- Ability to engage and communicate effectively with different audiences including community members, staff, board, funders, and other stakeholders
- Strong written and verbal communication skills in English
- Strong organization skills and attention to detail
- Some fluency with Microsoft Excel or similar spreadsheet program
- Strong team player able to work effectively with colleagues across various teams
- Ability to manage and analyze data
- Ability to prioritize and follow through on multiple tasks and goals
- Self-motivated, resourceful, and able to adapt to a fast-paced environment
- Respect for and demonstrated experience working with Asian and Pacific Islanders, and an understanding of issues affecting Asian and Pacific Islander communities
- Commitment to APANO's mission, vision, and values and to building a healthy workplace culture

The following are a plus, but not requirements:

- Experience with customer relationship management (CRM) systems, specifically EveryAction or Voter Activation Network
- Understanding and/or experience with community organizing, civic engagement, policy advocacy, and/or community development

How to Apply:

Applications received by **Monday, October 5, 2020 at 9:00am Pacific Time** will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Development Coordinator."

Complete applications will include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position



- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- If you proceed to a final round of review, we will ask for 2 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

For more information, please email jobs@apano.org.

APANO and APANO Communities United Fund are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification. APANO and APANO Communities United Fund encourages applications from women, people of color, LGBTQ people, and other minority groups.