

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OAPICA
JOB ANNOUNCEMENT

Title: Development Manager
FLSA: Exempt, 40hours/work
Pay Range or Rate: \$70,780 - \$85,280/year benefits included

Division: Fund Development/Administration
Supervisor: Executive Director
Revised: January 2023

Summary

Under the supervision of the Executive Director, The Development Manager manages the agency's fund development including donor development, event planning, and public relations and marketing. This includes overseeing and planning at least 1-2 major events, organizing fundraising opportunities, increasing donor relations, developing and implementing a donor database, working closely with the fund development committee, and working with the leadership and marketing team to tell the agency's story.

Essential Functions

- Work with the leadership team and board fundraising committee to develop and implement a fund development strategic plan.
- Implement a goal to increase donor relations and development to 10% of the annual budget in 3-5 years.
- Organize and implement at least 1-2 annual events.
- Establish and implement a donor database.
- Work closely with the fund development, leadership committee, and marketing/promotions coordinator to implement a marketing plan to promote OAPICA and its outcomes.
- Support efforts in agency's marketing and promotion in media, social media, and with community partners and leaders.
- Assist in writing grants when needed.
- Maintain excellent relationships with funders, donors, and foundation and corporate partners.
- Develop recognition activities for donors and funding partners.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- At least 5 years of experience in nonprofit fund development.
- Experience working with funders, grants, contracts, and
- Experience with supervision.
- Excellent communications skills.
- Understanding underserved communities and their needs.
- Understanding program planning and implementation.
- Knowledge of budgeting and financial management.
- Strong organizational, writing and communication skills.
- Ability to work in diverse team of colleagues and populations
- Must have excellent networking and communication skills
- Must be comfortable with the philosophy and goals of OAPICA
- Ability to work some evenings, weekends, and overtime as applicable
- California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required
- Verification employment eligibility and Background Check required.
- Regular Attendance required

Desired Qualifications - Knowledge, Skills and Abilities

- Experience working with underserved communities
- Prefer individual with flexibility and initiative
- Ability to work with diverse populations
- The position will supervise a part time events coordinator, full time marketing and promotions coordinator, and volunteers
- Excellent organizational skills--good attention to detail and well organized
- Self-motivated proven ability to work independently and in a team and to overcome obstacles

Supervisory Responsibilities

This position is responsible to supervise assigned staff and interns as needed.

Environmental Conditions (Working Conditions): The environment for this position is an office environment (may include shared office space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

Physical Requirements: In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking.

Mental Requirements: The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

Application Process:

Application deadline: **Open until filled.**

Please e-mail a cover letter, resume and 3 professional references (include e-mail address and phone number) to:

Email: careers@ocapica.org

Please ensure that the email subject has the job title: Development Manager

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***