

**Asian Pacific Environmental Network
Job Announcement**

Development Director

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among the diverse Asian and Pacific Islander communities to develop an alternative agenda for environmental, social and economic justice, and fight for the right of all people to a clean and healthy environment in which to live, work and play. In pursuit of this vision, APEN's strategies include: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas & policies towards systemic change.

POSITION SUMMARY

The Development Director provides direction, coordination and support for APEN's overall development work and long-term resource development strategies, and ensures the ongoing growth of APEN's financial base to fund APEN's annual operating expenses and additional development goals. This is achieved primarily through working with APEN Development staff to: 1) direct, coordinate and support development goals, strategies and activities; and 2) facilitate training and leadership development of staff, board and volunteers in development-related knowledge and skills. The Development Director will be required to fulfill the day-to-day responsibilities of foundation, individual gifts and communication programs as needed. The Executive Director will provide supervision, oversight and support for the Development Director.

PRIMARY ROLES AND RESPONSIBILITIES

Resource Development Strategy Creation and Implementation

- Lead the development and implementation of long- and short-term strategies for APEN's resource development, in collaboration with APEN's Executive Director, Board and Management Team.

Foundation Development

- Lead and coordinate the ongoing cultivation and securing of funds from foundations.

Individual Donor Development

- Create and coordinate strategies to cultivate and partner with higher-level donors working closely with the Executive Director and Board. Coordinate and participate in donor cultivation efforts, such as special events, donor visits, and telephone solicitations.

Supervision & Management

- Supervise and support the Development component staff, including conducting annual evaluations and creating professional development plans.

Development Systems Management

- Develop and maintain reporting systems that monitor the effectiveness of APEN's development goals and strategies.

Organizational Development

- Participate in the management team to help plan and coordinate APEN's organization-wide work.

APEN is seeking a qualified candidate who can make a minimum commitment of two years to the organization.

REQUIRED QUALIFICATIONS

1. Commitment to APEN's mission and the Principles of Environmental Justice.
2. At least four years development experience, including the acquisition of foundation grants and individual gifts.
3. Excellent written and verbal communication skills.
4. Excellent time management skills, including the ability to meet strict deadlines while maintaining high quality work and attention to details.

5. Ability to develop a team-oriented environment; commitment to fostering democratic participation.
6. Skills in management, coordination, budgeting and administration.
7. Comfortable working with culturally diverse populations.
8. Knowledge and awareness of Asian and Pacific Islander community issues and infrastructure.
9. Computer skills, including the following programs: Filemaker database, Excel, Microsoft word, use of email.
10. Willingness to travel within the San Francisco Bay Area and flexibility to work weekends and evenings; must have automobile liability insurance.

COMPENSATION: DOE, competitive salary range.

APPLICATIONS: Please submit cover letter & resume by mail, fax, or email:
APEN c/o Timmy Lu, 310 8th St. Suite 309, Oakland, CA 94607
Phone: 510.834.8920/ Fax: 510.834.8926
apen@apen4ej.org www.apen4ej.org

Application Deadline: March 28, 2008. Start date: Immediately.

APEN is an equal opportunity employer. Women, people of color, queer and gender non-conforming people are encouraged to apply.