

Asian Pacific Environmental Network Job Description

Development Associate

APEN seeks a personable, motivated, and self-organized team player who is committed to building the power of low-income Asian Pacific Island communities through grassroots fundraising.

The **Asian Pacific Environmental Network** was founded in 1993 to create a world where all people have a right to a clean and healthy environment in which their communities can live, work, learn, play and thrive. APEN brings together a collective voice for environmental, social and economic justice to bring fundamental changes to economic and social institutions that will prioritize public good over profits, promote the right of every person to a healthy, safe, affordable quality of life, and the right to participate in decisions affecting our lives. In pursuit of this vision, APEN pursues four strategies: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas and policies towards systemic change.

POSITION SUMMARY

This position provides coordination and support to APEN's overall development work, with a focus on supporting the ongoing growth and stewardship of APEN's individual donor base. This is achieved through working with APEN's Development team to: 1) coordinate, integrate and support grassroots fundraising goals, strategies and activities, 2) provide support for foundation fundraising and 3) provide administrative and logistical support for organizational events, meetings, etc.

PRIMARY ROLES & RESPONSIBILITIES

Grassroots Fundraising and Special Events

- **Individual Donors** – Create and implement plan to prospect, acquire and cultivate individual donors
- **Appeals** – Design and implement direct mail appeals
- **Database** – Track donors and maintain donor database
- **Monthly Donors** – Maintain and grow APEN monthly donor program
- **Events Coordination** – Plan and coordinate special events and activities
- **Communications** – Assist in the development of e-news, brochure, newsletter, and website content

Assist Foundation Fundraising

- **Administrative Support** – Maintain foundation calendar and files
- **Grant Writing** – Assist with writing and assembling attachments for proposals and reports
- **Foundation Research** – Conduct research, writing, and other foundation related duties as they come up

SECONDARY ROLES & RESPONSIBILITIES

Administrative and Program Support

- **Logistical Support** – Provide support for organizational events and meetings
- **Administrative Support** – Provide support for organizational mailings, meetings and archive materials
- **Organizing Support** – Provide support for turning out members and leaders

APPLICATION PROCESS

Applications are due electronically to Timmy Lu, Operations Coordinator at apen@apen4ej.org and must include:

- Resume including chronological employment history
- Cover letter describing interest in the position, qualifications and salary history and expectations
- Short writing sample (2-5 pages maximum)
- Four references

Incomplete applications will not be accepted.

Application Deadline: April 14, 2009

APEN is an equal opportunity employer. Women, people of color, gay, lesbian, and trans-gendered persons encouraged to apply.