

Asian Pacific Environmental Network Job Description

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. APEN is a powerful organization, cultivating leadership in API communities locally in Oakland and Richmond, strengthening API electoral power and fostering statewide alliances to advance a just agenda for our communities.

POSITION SUMMARY:

The Development Director leads APEN's overall resource development and communications strategies to ensure the ongoing growth of APEN's financial and supporter base. This is achieved primarily through working with APEN Development staff to: 1) direct, coordinate and support development and communications 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.
- Direct & support development staff and consultants to create and implement development goals, strategies and evaluating mechanisms.
- Direct the workplan of the board development committee and other volunteer committees established to support APEN's overall development work.
- Create plans to train and involve of all APEN staff, board, members and volunteer components to engage in fundraising work.
- Maintain a working knowledge on current foundation and individual donor landscapes, trends and practices.

Foundation Development

- Lead and coordinate the ongoing cultivation and securing of funds from foundations.
- Identify & research foundation prospects and coordinate appropriate strategies for approaching prioritized foundations.
- Oversee the timely submission of grant proposals, letters of inquiry and reports.
- Write and edit proposals, reports, and letters as needed.

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.
- Oversee the ongoing prospecting, cultivation and acquisition of individual donors via direct mail campaigns, special events, APEN's annual event, monthly donor program, phonebanking, and other strategies.
- Produce APEN's PR materials including organizational newsletters, annual reports, website updates, email news, and other strategies to regularly inform supporters of APEN's work.

Supervision & Management

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

- Develop and maintain management systems to coordinate work & facilitate communication among all APEN staff.

Communications

- Lead the creation of a communications plan that will raise organizational visibility in key arenas.
- Lead the implementation and appropriately involve different parts of the organization.
- Oversee the development & maintenance of communication vehicles for APEN including newsletters, annual report, web site, email listserv, printed collateral and marketing materials, and media and public relations.
- Oversee maintenance of relationships with reporters and other media outlets and maintenance of media and press files.

Development and Communications Systems Management

- Develop and maintain reporting systems that monitor the effectiveness of APEN's development and communications goals and strategies.
- Oversee the maintenance of data entry systems for foundation, donor, and supporter tracking and ensure the development of effective reporting formats.

Organizational Development

- Participate in the management team to help plan and coordinate APEN's organization-wide work, including strategic planning.
- Support various areas of work within APEN as needed and identified.

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.

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)
- Three references

Incomplete applications will not be accepted.

Application Deadline: Open until filled

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