

DEVELOPMENT ASSOCIATE

Position: Development Associate

Compensation: \$22.59 - \$31.25 per/hr

Hours: 40 hours per week including some weekend and evening hours.

FLSA Status: non-exempt

Location: In-office, Hybrid

Reports to: Director of Finance and Development

Deadline: Open until filled

Posting: TBD

About Asian Pacific Islander Legal Outreach

API Legal Outreach is the largest social justice legal organization focused on the Asian/Pacific Islander, Latinx, and immigrant communities of the Greater Bay Area and the Central Valley. A growing community-based organization founded in 1975, our mission is to provide culturally competent and linguistically appropriate direct services to the most marginalized segments of our community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Gender-based Violence, Immigration and Immigrant Rights, Disability Rights, Senior Law and Elder Abuse, Anti-Human Trafficking, Youth Violence Prevention, Anti API Hate Violence, the preservation of affordable housing and small businesses, and other social justice issues.

Position Overview

Reporting to the Director of Finance and Development, the Development Associate will coordinate fundraising, including grant applications, public relations, and events. This role is based primarily in our San Francisco office, with additional responsibilities linked to our East Bay office. The role requires a strong commitment to social justice, with frequent interactions with a wide range of stakeholders. The ideal candidate will be dedicated to serving underserved Asian and Pacific Islander communities and BIPOC communities in the Greater Bay Area.

Key Responsibilities:

- Assist with all fundraising work including grant applications, donation solicitation, and events.
- Represent and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers;
- Conduct research into new funding opportunities, draft grant proposals and other funding requests; focus on new funding primarily in the foundation, private donor, and corporate arenas;
- Assist with media and community relations, public education, and outreach work;
- Assist with maintenance of databases for purposes of donor solicitation and for grant reports;
- Assist with recruitment, training, and supervision of volunteers;
- Assist with grant and contract management;
- Other office related duties.

Minimum Qualifications

- Demonstrated success in raising funds from foundation and corporate sources
- Strong writing and research skills as well as interpersonal communication skills

- Highly motivated self-starter able to work independently and as part of a team
- Excellent planning, organizational and facilitation skills
- Proficiency with PC systems (Word, Excel, Abacus and/or Salesforce)
- Demonstrated ability to work well under pressure, manage time and meet deadlines

Preferred Qualifications

- BA/BS Degree
- Bilingual/bicultural skills (Spanish, Cantonese, or other API language)
- Experience in fund development in a non-profit environment

To Apply:

Please email a cover letter and resume with three professional references to jobs@apilegaloutreach.org. In the subject line, please write **Development Associate**. In your cover letter, please address the following questions: What about our mission inspires you?

Asian Pacific Islander Legal Outreach is an equal opportunity employer, committed to affirmative action. We strongly encourage applications from women, people of color, LGBTQ+ individuals, immigrants, and individuals with arrest or conviction records.