

Asian Pacific Institute on Gender-Based Violence

500 12th Street, Suite 330, Oakland CA 94607

Job Title: **Development Manager**

Reports to: CEO

Program | Department: Development

Employment Status: Full-Time (Exempt)

Location: Remote

POSITION SUMMARY:

The Development Manager is responsible for strengthening and expanding API-GBV's fundraising efforts to support the organization's mission. This role manages donor relations, grant writing, and fundraising campaigns while developing strategies to diversify revenue streams. The ideal candidate is a passionate advocate for gender-based violence work in the Asian/Asian American and Pacific Islander (AAPI) and Middle Eastern & North African (MENA) communities and has experience in nonprofit fundraising and relationship management for those communities.

This position will work closely with the CEO, API-GBV board and API-GBV leadership team in developing fundraising and grant writing efforts for private and government funding and will lead those efforts. The Development Manager will also assist in cultivating new donor prospects, manage donor relations and campaign development.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Development Leadership and Oversight (80%)

- Develop and execute fundraising plans that align with the organization's Theory of Change.
- Research, write, and submit grant proposals and reports to foundations, government agencies, and corporate partners.
- Cultivate, steward, and expand relationships with current individual major donors, foundations, and corporate sponsors.
- Develop and implement annual giving campaigns and special fundraising initiatives.
- Organize and support fundraising events, donor appreciation gatherings, and community engagement activities
- With the support of the CEO and Leadership team, identify gaps, needs, updates and to API-GBV's development priorities.

- Develop and ensure the effective implementation of a detailed annual work plan, deliverables, benchmarks, and timelines, including collecting the data necessary to complete the required reports to funders.
- Work with and retain positive partnerships with local and national non-profit partners for funding and grant opportunities.

Technical Assistance & Resource Development (10%)

- Provide technical assistance on development that supports the growth of strong community, statewide and national partnerships.
- Develop limited resources that may be helpful for community-based organizations in their fundraising efforts.

Organizational Mission & Strategic Direction: [10%]

- As part of the Leadership team provide thought partnership for strategic/organizational/structural planning processes.
- As necessary, provide key talking points, data, and information to support the CEO and Leadership Team and other staff members prior to any relevant federal and state legislative and executive branch agency meetings.
- Additional duties as assigned.

QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree
- Minimum of 3-5 years of experience in nonprofit development, fundraising, or grant writing.
- Proven track record of securing grants, cultivating donors, and meeting fundraising goals.
- Fundraising experience with the ability to engage private & government stakeholders
- Strong written and verbal communication skills, with the ability to craft compelling grant proposals and donor materials.
- Strong initiative, creativity, and motivation, including ability to work under pressure in a fast-paced environment, and with deadlines.
- Ability to work independently and collaboratively.
- General knowledge of managing project workplans and budgets.
- Ability to travel nationally as part of work responsibilities.

Preferred Qualifications

- Passion for social justice, equity, and community empowerment.
- Outstanding ability to apply critical thinking and an intersectional analysis

- Bilingual and/or biliterate in an AAPI, NH or MENA language is helpful.

Compensation & Benefits:

Compensation: Starting salary will be between \$80,000 - \$90,000. We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time. We prioritize staff wellness and development.

Working Environment:

API-GBV works remotely and strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Essential Functions:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to clearly communicate with others to understand them and to be understood and make presentations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee while performing the duties of this job

- Walk; sit; reach with hands and arms; and talk or hear
- Must be able to handle national travel via air for conferences, retreat and meetings.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To Apply:

Send resume and cover letter in a single PDF to HR@api-gbv.org by 5PM PST on May 15, 2025.

ABI-GBV is an equal opportunity employer.