

**Job Announcement**  
**Chinese for Affirmative Action**  
**Senior Development Manager, Part-Time**  
**San Francisco, CA**



**CAA seeks a seasoned manager and leader with a passion and proven talent for fundraising with individual donors to achieve mission impact.**

**The Senior Development Manager is a thought partner, mentor, and implementer. She or he will join a supportive, values and results oriented team to help CAA's local grassroots efforts and its broader API progressive movement building achieve its next level of organization development.**

**About CAA**

Chinese for Affirmative Action was founded in 1969 to protect the civil rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian Pacific Islander (API) community. We advocate for systemic change that protects immigrant rights, promotes language diversity, and remedies racial injustice.

At the grassroots level, our community building work nurtures the ability of immigrants to participate fully in civic life. These activities include leadership development for monolingual public school parents, employment services for limited-English proficient newcomers, outreach for immigrant legal services, and community and voter education underscoring issues that impact our constituency.

In addition to our community engagement, CAA leads advocacy to improve public policy and to inform public discourse. We produce community-based research, publish policy analyses and recommendations, shape opinion through ethnic and mainstream media, and organize to engage elected and government officials.

Lastly, CAA spearheads initiatives to grow and sustain a progressive API movement. These multi-strategy and multi-constituency change projects consist of efforts that broaden and deepen the understanding of civil rights issues, promote lesbian, gay, bisexual, and transgender inclusion, and support emerging API social justice leaders and activists. Over the next several years, we will be growing the visibility, scale, and scope of our work in this area.

This new strategic direction, which will be conducted as "Asian Americans for Civil Rights and Equality", will intentionally build upon CAA's historic function as a supportive incubator for progressive, emerging API grassroots efforts that embrace risk and address new social justice issues. It is envisioned as a movement home and a platform for self-directed API grassroots efforts to share and leverage organizational capacity, campaign, and movement building resources while retaining their identity with and accountability to primary constituencies or issues.

### **Senior Development Manager Position Overview**

This is a critical leadership position for an experienced leader in social justice movements and organizations. The Senior Development Manager is responsible for helping the organization develop and implement infrastructure for fundraising with individual donors, especially those interested in major gifts, planned giving, and endowment support.

The implementation trajectory:

- In 2011 the Senior Development Manager will work with the Executive Director and Major Gifts consultant to help implement the major gifts program.
- In 2012 the Senior Development Manager will work with the Executive Director and Associate Director to identify other resources necessary to ensure the major gifts program is sustainable and well-integrated into organization activities. This plan will identify strategic priorities that balance current needs, planned giving, and the possibility of supporting and endowment or capital campaign.
- In addition, the Senior Development Manager will work with the API Equality Director (a project of CAA) and other stakeholders to create and coordinate a development plan to launch and grow a major donor program that will be active and substantially supplementing institutional funders in 2013.

The Senior Development Manager will be a thought partner to Executive Director and staff leadership team in a way that is flexible and that honors each person's strengths and passions. The Senior Development Manager reports to the Associate Director and will guide the individual donor activities of the Executive Director and CAA staff leadership team.

This is a 50 percent time, exempt position. The results-oriented culture of CAA means that staff work hard and the values-oriented culture allows for flexibility to compassionately and creatively support each staff member to sustain a whole and balanced life.

### **Areas of Responsibility**

#### **Organizational Leadership and Development**

- Work with Executive Director and staff leadership team to design and implement a plan for growing and sustaining a base of individual donors.
- Lead and facilitate a collaborative process for identifying and determining strategic priorities in individual giving that balance current programmatic needs, planned giving, and future endowment or capital campaigns.
- Work with Executive Director, staff leadership team, and board members to strategically cultivate, solicit, and steward major donors. Can include using administrative support to build case statements for specific donors based on their interest and history of giving.
- Ensure timely acknowledgement of major gifts.
- Represent the organization as appropriate and necessary.

### **Qualifications**

- Eight plus years of increasing responsibility in development and fundraising
- High-level, strategic understanding of social change and progressive movements backed by direct operational experience with grassroots efforts.
- Commitment to the mission, values, aspirations of the organization.
- Experience and cultural competence working in the API community in a social justice context.
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment and lead change.

- Proven track record of attracting resources and partnerships and managing external relations.
- Facilitative and collaborative leadership style. Proven ability to work in a dynamic team and build working partnerships. Can flexibly share leadership and build consensus. When necessary, can take initiative and make tough decisions.
- Fun loving with a good sense of humor.
- Excellent communicator and writer with experience as a spokesperson who can articulate messages to different audiences.

### **Inquiry and Application Process**

Applications should be submitted electronically to the Associate Director at [employment@caasf.org](mailto:employment@caasf.org) and should include:

- Resume including chronological employment history.
- Cover letter describing interest in the position, qualifications and salary history and expectations.
- Names of four references who can speak to the range of qualifications sought.

CAA intends to interview in September and October 2011 to fill the position as soon as possible.

***Visit our website at [www.caasf.org](http://www.caasf.org) and [www.apiequality.org](http://www.apiequality.org) to learn more about our work. CAA is an equal opportunity employer. Women, people of color, and LGBTQ individuals encouraged to apply.***

*Posted: September 15, 2011*