



Development Coordinator

Full Time Non-Exempt (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed. CPAF's annual revenue of \$3.7 million consists of government, foundation and corporate grants, annual gala and other event proceeds, and individual corporate donations and sponsorships.

Summary Statement:

Under the direction of the Development Director, the Development Coordinator is responsible for building resources to ensure that the agency can carry out its mission.

Duties and Responsibilities:

- **Donor development, cultivation and relationship management:** Responsible for the maintenance of the donor database and records; for the day-to-day interaction with donors and supporters to cultivate and maintain relationships; and for supporting the board of director with donor activities as needed.
- **Special Events:** Coordinates and provides logistical support for CPAF's annual Gala, as well as other special donor events throughout the year.
- **Solicitation Campaigns:** Plans and coordinates mail, phone and face-to-face solicitations.
- **Marketing/PR:** Creates marketing and public relations materials to engage and cultivate donors; including blog posts, social media, and appeal letters.
- **Board of Directors support:** support Executive Director with logistics for board meetings; maintain board roster and manual; and produce board manual and schedule orientation for new board members.
- **Travel requirements:** Driving is an essential job function for this position in order to fulfill resource development duties. Therefore the employee must have valid driver's license and use own vehicle (or agency vehicle, in specific cases with supervisor approval) to perform duties.
- **Teamwork:** Provides general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participates in program and organizational development, and attends staff and team meetings.
- **Outreach:** Represents the organization at public events; identifies/creates opportunities to be an ambassador for CPAF's mission.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have access to reliable transportation to and from work.

Job Execution

- Enjoys engaging a diverse community of supporters and donors, including community leaders, philanthropists, corporate sponsors, volunteers, etc.
- Experience using fundraising databases such as Salesforce, Araize, etc. preferred.
- Demonstrates excellent communication skills, both written and oral.

- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Some night and weekend work will be required
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against nor harass nor allow harassment against its employees or applicants on the basis of ancestry, age (40 and above), citizenship, color, disability (physical and mental, includes HIV and AIDS), domestic partner status, domestic violence victim status, genetic information, gender, gender identity, gender expression, marital status, medical condition (cancer/genetic characteristics), military or veteran status, national origin, political affiliation, race, religion, religious creed (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sex stereotypes, sexual orientation, request for FMLA, CFRA, or reasonable accommodation, transgender status, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.