

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Fund Development Coordinator

Division: Orange County Asian and Pacific Islander
Community Alliance

FLSA: Non-Exempt; Part-time position at 20 hrs/wk (50%FTE)

Supervisor: Executive Director or Program Director

Pay Range or Rate: \$15.00-18.00/hr.

Revised: 12/15/14

Summary

The Fund Development Coordinator will provide support in fund development for OCAPICA, a nonprofit organization. Support includes coordination of an annual fundraising event, coordination of monthly small events, design and development of promotional materials including an annual report, managing marketing and promotions of the agency, recognition and acknowledgement of donors, assistance with proposal writing and grant development, and support and leadership in social media communications. The Fund Development Coordinator will work under the supervision of the Executive Director and/or Program Director.

Essential Functions

- Coordinate annual fundraising event.
- Coordinate monthly fundraising activities including small events.
- Design and develop promotional materials including annual report, agency and program brochures and fliers.
- Manage marketing and promotions of the agency.
- Recognize and acknowledge donors.
- Assist with proposal writing and grant development.
- Participate in staff meetings, trainings, workshops and fundraising events.
- Update and maintain OCAPICA fundraising database.
- Update and maintain OCAPICA social media sites.
- Maintain timely and accurate documentation of donors.
- Maintain timely and accurate correspondence with donors.
- Help to develop maintain and support relationships with current and potential donors, funders, corporate and community partners.
- Work with OCAPICA Board Fund Development Committee to develop fundraising strategies.
- Regular attendance required.
- Other duties as needed.

Secondary Functions

- Help to support grant writing efforts.
- Help to convey the outcomes and successes of programs.
- Conduct presentations and facilitation of meetings.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Excellent communication skills.
- Knowledge and experience with fund development in a nonprofit setting.
- Knowledge and experience with Adobe InDesign or other similar graphic design software.
- Ability to multi-task and manage multiple activities concurrently.
- Have at least 1 year experience coordinating events.
- Knowledge of proposal writing/grants.
- Must be comfortable working in a team environment.
- Ability to do some travel for conferences, meetings, events, and trainings.
- California Driver's License, proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings.
- Verification of employment eligibility and Background Check.
- Regular attendance.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Experience with coalition building and working with several community partners.
- Experience working for or with community based nonprofits.
- Experience working with diverse communities.
- Able to communicate needs of community members to donors, funders, and partners.
- Prefer individual with flexibility and initiative.
- Ability to work independently.
- Ability to work evening, overtime, and weekends may be required.

Supervisory Responsibilities

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirements

In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process:

Application deadline: Open until filled.

No Phone Calls. Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: Mary Anne Foo: careers@ocapica.org FAX: (714) 636-8828.

Please ensure that the email subject has the job title: Fund Development Coordinator.

Agency Background:

Established in 1997, the Orange County Asian and Pacific Islander Community Alliance (OCAPICA) mission is to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA serves more than 33,000 community members in the programs areas of health, mental health, youth and leadership development, education, workforce development, and policy and advocacy. Special Service for Groups, Inc. (SSG) serves as the legal employer to this position.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer.