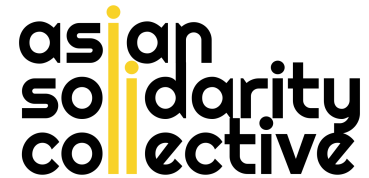


Position Announcement and Job Description Development Coordinator



Asian Solidarity Collective (ASC) is a grassroots movement and power-building organization in San Diego activating Asian American communities and moving them into action to create profound radical, sustainable and fundamental change in the world through organizing, community care and personal ecology. ASC's work includes civic engagement & policy, political education, transformative leadership development, community building, and collective action. Asian Solidarity Collective (ASC)'s mission is to activate Asian American social justice consciousness, condemn anti-Blackness, and build Asian solidarity intersectionally with Black, Brown and Indigenous folks, people with disabilities, queer and trans people of color, and all oppressed communities.

We are currently hiring a temporary part-time Development Coordinator to develop and maintain our donor relations program and manage our fundraising initiatives. We see significant potential to expand our impact and we are seeking an experienced person who has a diverse set of skills for fundraising and grant writing to help us reach our ambitious fundraising goals and further our mission. Initially, this role will focus on prospecting and grant writing for foundation grants but also includes solicitation of sponsors, for event and individual donations. Under the supervision of ASC's Executive Director, the Development Coordinator will be in charge of building a rigorous development plan for our organization which will include cultivating our non-profit fundraising campaigns and a process for networking with potential donors. The person in this role will be responsible for fundraising for major gifts of \$25k+ including large-scale prospecting, handling individual and corporate gifts, event sponsorship as well as planned and annual giving campaigns. The Development Coordinator will translate the dream, strategy, milestones and campaigns of ASC into appealing proposals, slide decks, reports, concept papers, briefings, and reports for corporate, government, and foundation grant opportunities. The right candidate has exceptional writing and communication skills, solid understanding of grant reporting and proposal structures and cycles, the ability to prioritize and juggle multiple projects simultaneously, to work independently and to be flexible in a fast-paced environment. If you have a strong background in non-profit and grassroots fundraising and development, and care about social justice, we encourage you to apply.

Position Location: San Diego, CA

Reports to: Executive Director

Job Responsibilities may include but are not limited to the following:

- Develop and maintain ongoing relationships with major donors and funders.
- Create and execute a grassroots strategy for a large, sustained base of annual individual donors
- Attain and secure financial support from individuals, corporations, and foundations.
- Establish and sustain a portfolio of major giving prospects and assure development efforts through a donor stewardship plan.
- Develop and maintain a donor and funders database to track current and potential donor members and major stakeholders, and use data to identify strategic ways to engage donors and funders.

- Work closely with the Executive Director to develop and execute ASC's fundraising strategy and plan.
- Work with ASC's Grants and Fundraising Committees including ASC's Advisory Board to help develop and inform ASC's fundraising strategy and plan.
- Coordinate and lead the ASC Funder's Advisory Board including coordinating the advisory boards projects and events.
- Draft and submit letters of inquiry, project budgets, presentation decks, and progress updates.
- Work collaboratively with all ASC staff to: ensure timely completion of deliverables; convey our milestones and the unique value of our work; and bring our dreams and strategies to life for both current and potential funders.
- Coordinate ASC's annual funders briefing and co-coordinate annual gala.
- Solicit and maintain corporate and foundation sponsors and build relationships with them for ASC's events including ASC's annual fundraising gala.
- Attend high-profile conferences and events to build relationships and network with potential funders and donors in conjunction with assisting with prospect research
- Meet or exceed targeted sponsorship goals for each event including developing marketing collateral related to fundraising
- Work with ASC's staff and members to creatively maximize donations for each event
- Compile and prepare data for funders and prospects
- Provide writing support to inform and solicit funders in rapid-response situations as needed.
- Actively participate in all staff strategy planning, and evaluation of activities
- Advise on educational outreach material, toolkits, fact sheets and more on ASC's campaigns and advocacy priorities
- Cultivate key relationships and partnerships with community leaders and community-based organizations in ASC's network
- Convene and/or represent Asian Solidarity Collective in coalitions and meetings with community members and stakeholders as needed.
- Advise and Lead an Asian Solidarity Collective committee
- Support ASC's Staff, specifically ASC's Lead Organizer, and ASC's programs and yearly organizational priorities including but not limited to: ASC's civic engagement initiatives, programs events, campaigns, direct actions and more
- Represent ASC's strategy and values in all internal and external activities
- Follow ASC's procedures, policies and work practices
- Assist in administrative and operational duties.
- Additional projects, duties and tasks as assigned.

Required Skills and Qualifications

- Minimum of two to five years experience in grant writing and fundraising for a nonprofit organization.
- Superb writing, editing and persuasive communication skills.
- Thinks strategically about funder priorities and alignment, grant cycles and deadlines, and high-touch funder stewardship.
- Demonstrated understanding of and experience with creating grant budgets and other report and proposal components, researching institutional funding prospects, and working within grant portals.

- Self-motivated and enjoys working independently as well as collaboratively.
- Can be a flexible team player who is comfortable with shifting priorities and deadlines.
- Demonstrated outstanding follow-through, is proactive and takes initiative to stay on top of and complete multiple concurrent projects.
- Able to adeptly navigate grant tracking systems as well as complex spreadsheets.
- Highly accurate and detail oriented.
- Demonstrated interest in not-for-profit, or grassroots community organizing
- Experience in organizing and/or movement organizations
- Willingness to work additional hours including volunteer hours to meet organizing initiatives
- Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Excellent, well-developed verbal and writing skills are essential
- Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
- A valid drivers license and reliable transportation is required
- Must have access to quality wi-fi at home for occasional remote working.
- Knowledge and experience working with and/or willingness to learn MS Office and Google programs
- Ability and willingness to work flexible hours, including evenings and some weekends
- Two years experience working with an organization serving working class communities of color, youth, and/or seniors from diverse backgrounds and cultures, especially in San Diego and/or advocacy for own lived experience.
- Experience and/or interest in operating in and/or organizing Asian communities.
- Knowledge of and background in criminal justice, public health, and immigration issues at national, state, and/or local levels is a plus.
- Experience and/or interest in base-building and ability to turn-out to public hearings, program events at the local and state level.
- Experience and/or interest to learn strong facilitation and public speaking skills.
- Experience and/or interest to learn the ability to frame issues and fights as well as articulate organizational values, strategy, and priorities to diverse audiences.

Preferred Qualifications

- Strong commitment to ASC's mission and core values
- Experience or familiarity and willingness to work with Asian American folks, communities of color, im/migrant communities, youth, students, and/or people whose first or only language is other than English; especially in San Diego.
- Ability to work collaboratively with ASC and externally with disabled, multi-ethnic, multi-racial, LGBTQ2IA+ communities,
- Bilingual and bi-literate in English and any of the following languages: Burmese, Chinese, Hindi, Khmer, Korean, Laotian, Tagalog, Vietnamese, and/or additional languages is a plus.
- Understand and willingness to carry out solidarity and community care practices, social justice, lead with intersectional feminist approaches and a praxis of centering people with lived experiences.
- Experience in planning grassroots and policy campaigns & advocacy at the local and state level through legislation, changes in government policy and ballot measures is a plus.
- Understanding and willingness to work within the non-profit and civic engagement sector while maintaining left-edge organizing values.
- Strong and demonstrated commitment to social, racial, and economic justice issues

- Capacity to motivate, agitate, laugh with, capture, and move groups of people toward a common dream
- Ability to accept and provide critical feedback
- Ability to challenge others and a willingness to be challenged
- Ability to build consensus and effectively manage conflict
- Self-Starter and ability to perform under pressure in a fast-paced flexible environment and meet deadlines
- Flexible and ability to adapt to learning new ideas and concepts, responding to changes and last minute requests from partners or policy makers
- Ability to work independently, think creatively, and prioritize multiple projects
- Experience with social media platforms.
- Excellent listening, oral, and written communication skills
- Willingness to be a part of an ongoing learning culture.
- Knowledge and/or willingness to practice restorative practices, transformative justice, and abolition approaches.
- Willing to follow ASC's Covid-19 Safety protocols such as wear masks, be fully vaccinated, keep physical distance and work remotely when needed.

Physical Requirements:

- Able to occasionally stand for long periods of time.
- Able to occasionally walk short, medium and long distances.
- Able to occasionally sit at a desk for many hours at a time.
- Able to occasionally do phone or computer work for blocks of time.
- Able to occasionally communicate verbally.
- Able to occasionally lift and move paperwork and files, up to 20 pounds.
- Able to occasionally maneuver in various sites and public venues.
- Able to occasionally work within extreme weather conditions
- Able to occasionally travel long distances by car, train and/or plane.
- While performing the duties of this job, the employee is regularly required to use hands to move objects/operate keyboards, reach with hands and arms, speak and hear.
- Reliable transportation for local travel required.

Compensation

This is a temporary part-time position at \$28,000 / year at 27 hours a week.

Duration

The position is open until filled. Position is temporary for one year.. If additional funding is acquired, this position could lead to a full-time position with the organization.

To Apply

Interested applicants are invited to email a cover letter explaining your interest and fit for the position, resume, and three references to info@asiansolidaritycollective.org. The deadline to apply is 5:00 pm on March 1, 2023.

The Asian Solidarity Collective is an equal opportunity and affirmative action employer. We especially encourage women, people of color, persons with disabilities, and LGBTQ2IA+ folks to apply.