

Job Announcement
Advancing Justice Fundraising Manager
11-11-11

About the Asian American Center for Advancing Justice

The mission of the Asian American Center for Advancing Justice is to promote a fair and equitable society for all by working for civil and human rights and empowering Asian Americans and Pacific Islanders and other underserved communities. The Asian American Justice Center, Asian Pacific American Legal Center, Asian Law Caucus, and Asian American Institute, members of the Asian American Center for Advancing Justice, work together as equal and independent partners to promote justice, empower our communities, bring local and national constituents together, and strengthen our multi-racial democracy. The Asian American Center for Advancing Justice seeks an experienced Fundraising Manager to oversee shared fundraising activities.

Position Summary

The Advancing Justice Fundraising Manager will work closely with Advancing Justice members to identify and develop fundraising opportunities and solicit funding for joint projects, including signature projects such as the annual Advancing Justice Conference, joint programmatic work, and common brand and capacity building projects among the affiliate members. In addition, the Fundraising Manager will also coordinate joint direct mail and individual donor fundraising campaigns for the Asian American Center for Advancing Justice. The position will also include monitoring revenue sharing agreements among affiliate members. This is a full-time, exempt position requiring travel among the four affiliate organizations (Los Angeles, San Francisco, Chicago, and Washington, D.C.). The position will be based at one of the affiliate offices or remote.

Responsibilities

- Work closely with affiliate development and program staff to develop a joint fundraising strategy
- Coordinate joint program development funding from national or regional funders, including facilitating program development discussions, drafting proposals, and interacting with funders
- Raise sponsorships for the annual Advancing Justice Conference, which rotates among the affiliate cities each year
- Coordinate direct mail campaign, including developing joint message, acquiring lists, handling logistics
- Coordinate individual donor solicitations for shared donors among affiliates, including managing mailing lists
- Monitor affiliate revenue sharing, and lead auditing process for revenue sharing allocations for the Common Fund, where joint revenue is held
- Develop major gift strategy for Asian American Center for Advancing Justice

Qualifications

- Passionate commitment to advancing social justice, and the goals, mission, and values of the Asian American Center for Advancing Justice
- Minimum seven years of fundraising experience, ideally for social justice or immigrant issues, including experience writing grant proposals and managing a grant portfolio, experience with direct mail campaigns, and track record of building successful major donor relationships
- Familiarity with major donor management donor software, such as Raisers Edge, ETapestry, or Salesforce
- Self-Motivated self-starter
- Collegial, collaborative working style and demonstrated commitment to the value and power of teams and staff;
- Successful track record with managing collaborative projects
- Effective interpersonal and communication skills, including ability to write and speak persuasively to diverse audiences, including general public, media, lawyers, advocates, funders, donors, and opinion leaders;
- Experience working with community-based organizations and/or AAPI community

To Apply

Please send cover letter and resume to [hiring@advancingequality.org](mailto: hiring@advancingequality.org).