

# Director of Development and Communications

## **Position Description:**

The Director of Development and Communications (DoD) is a senior management level position reporting directly to the Executive Director. The DoD will spearhead resource development efforts as Asian Arts Initiative continues to grow and is responsible for leading all fundraising and communication activities across the organization including strategy, implementation, results measurement, and evaluation. The DoD will work closely with the Executive Director, Board of Directors and program staff on setting the long-term fundraising goals and messaging for the organization.

In addition to maintaining a strong base of grant support, the DoD will have a particular focus on expanding individual giving and cultivating major gifts for fundraising campaigns.

He/she will directly supervise one full-time Development and Communications staff team member, and a portion of an Administrative Assistant's time shared cross-departmentally, and manage relationships with consultants and volunteers as relevant to development and communications efforts.

## **Responsibilities:**

- Strategize and guide all aspects of organizational resource development, including individual and institutional solicitations and events, to achieve annual goals, totaling approximately \$1.6 million in FY16.
- Ensure that annual fundraising goals and strategies are developed and approved; solicit information and buy-in from Board and staff; monitor progress toward goals.
- Play a leadership role in development of strategic community partnerships.
- Ensure that appropriate program and other staff are informed of and engaged in development process as it relates to program planning, goal setting, implementation, and reporting. Solicit appropriate feedback from staff and Executive Director as necessary.
- Oversee and guide development and implementation of annual campaign.
- Cultivate relationships with existing and prospective donors, including meeting with potential major donors.
- Maintain an active and healthy prospect pipeline.
- Manage all fundraising campaigns.
- Provide strategic direction for implementation of 25th anniversary campaign and celebration.
- Develop, launch, and manage improved individual membership offerings.
- Provide leadership in board development and board cultivation efforts.
- Develop and manage Board-level fundraising committee(s).
- Provide strategic leadership in developing marketing and communications plan.

- Oversee the development of institutional and programmatic marketing materials such as the website, newsletter, e-news, and press relations strategy in coordination with staff and marketing consultants.
- Supervise all development and communications staff as well as all development consultants, volunteers and interns.

**Qualifications:**

- At least five years relevant experience in development.
- Proven project management experience — the ability to prioritize and manage multiple responsibilities and tasks, with an excellent attention to detail.
- Personal flexibility and the ability to work with diverse personalities and evolving organizational needs. Experience working in a small organizational context a plus.
- Strong written and verbal communication skills. Facility with computer systems and software, including Salesforce.

**To apply:**

Email cover letter explaining your interest and relevant experience; salary requirements; resume; and 3 work-related references to [jobs@asianartsinitiative.org](mailto:jobs@asianartsinitiative.org). Please indicate “Director of Development Position” on subject line of email. Asian Arts Initiative is an equal opportunity employer. Asian Americans and other people of color are strongly encouraged to apply.

**Deadline:** Open until position is filled.