



asian women for health

Asian Women for Health (AWFH)

Job Description: Development Manager

Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well-informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About this position:

The Development Manager position is a 40-hour full-time position, and reports to the Executive Director. The Development Manager fills the critical role of strategically managing our donor campaigns and fundraising program to provide for AWFH's short-and long-term needs. The ideal candidate is someone who enjoys the challenge of developing strategies and systems, both independently and collaboratively with a team.

Fundraising

- Develop and oversee an annual fundraising plan, including written, digital, visual, and in-person strategies
- Maintain donor database, ensuring accurate data entry and integration with other databases
- Conduct donor stewardship programs including recruitment and retention of donors
- Research donor prospects and maintain a donor prospect list
- Implement a major donor program
- Support direct mail, pledge, and other donor campaigns by drafting, reviewing, and/or revising donor solicitation and relationship materials
- Oversee printing, copying and mailing of all fundraising materials
- Analyze returns on fundraising campaigns
- Develop relationships with foundation staff to facilitate grant application process

Development/ Grant Management

- Monitor and report regularly on the progress of the development program
- Maintain foundation fundraising efforts, including grant research and writing, maintaining a grants calendar and grant tracking system, and compiling reports
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Monitor and maintain funder reporting schedules and requirements



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- Assemble all necessary supporting materials and documents including budget reports, and outcome measurements, and submit reports to funders and investors
- Directly supervise the Communications Coordinator and Advocacy & Partnerships Coordinator

Knowledge, Skills and Abilities

- Commitment to AWFH's mission, goals and objectives
- The ability to work independently and contribute as part of a larger team
- Exceptional writing, editing, proofreading and oral communication skills
- Excellent attention to detail
- Extensive knowledge of fundraising strategies and principles, including building relationships with foundations, individual and major donors, corporations and other sources
- Experience with donor databases, including managing and tracking donor contributions and organizing gathered data
- Desire to work as part of a team in a culturally diverse organization, including building relationships across lines based on race, class, gender, sexual orientation, age, and ability
- Demonstrated understanding of, and ability to communicate about, complex or controversial issues, with accountability and deference to those most impacted by those issues
- Demonstrated ability to manage multiple daily, weekly, monthly and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently
- Ability to deliver quality products on tight deadlines

Qualifications

- Proficiency with Microsoft Office (or similar) applications and social media platforms
- Five years of experience in the field of development and grant writing (may be a combination of paid or unpaid)
- Experience using Flipcause and Salesforce
- Ability to maintain a continuous cycle of deadlines
- Excellent communication, interpersonal, and leadership skills.
- Good reporting, technical, and statistical skills.
- Experience with budget management



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Compensation: The annual salary will be \$52,000-55,000

To Apply: Send a resume and cover letter to Sofia Li, sli@asianwomenforhealth.org, with the subject line “Development Manager”. In your cover letter, please specifically address why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, BIPOC people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.