

**DEVELOPMENT MANAGER**  
**(At-Will, Full-Time, Salaried, Exempt Position)**

July 2022

***Organization Overview:***

Founded in 1984 by a coalition of advocates for a strong artistic and cultural force in Oakland Chinatown, the Oakland Asian Cultural Center (OACC) is a community center dedicated to promoting Asian Pacific American (APA) culture, history and heritage through the arts. OACC believes that cultural arts are essential to vibrant, healthy, inclusive and equitable communities. Since opening its own facility in 1996, OACC has presented countless programs that foster cross-cultural and intergenerational dialogue and understanding, community collaborations, and social justice. To help sustain OACC's programs and operations, OACC earns revenue from renting its facilities, funding from public agencies, and contributions from charitable donors. For more information, please see [www.oacc.cc](http://www.oacc.cc).

***Job Description:***

The Development Manager (DM) is responsible for generating OACC's contributed income by designing, executing, and managing fundraising strategies, including the grant procurement program, Annual Giving campaigns, individual giving and special events. Overall, the DM will also assist in OACC's earned income to maximize revenues through relationship development. The position reports directly to the Executive Director, and will represent OACC in the community, while promoting the organization's mission, vision and core values.

***Responsibilities and Duties:***

**Fundraising and Development**

- Develop and implement fund development strategies for annual giving campaign, corporate giving and sponsorship development
- Write, edit and review grant application and prepare the application for submission
- Prepare timely and accurate reports (such as Annual Report, statistical and narrative) for submission to funders, ED and Board of Directors
- Develop and help identify new public and private grant funding opportunities
- Support annual budget development and monitor revenues and spending
- Cultivate and maintain relationships with major donors and funders
- Manage the annual fundraising events and targeted donor cultivation events in collaboration with ED and staff
- Ensure timely and accurate reporting to funders, ED and Board
- Develop marketing collateral related to fundraising in collaboration with ED and staff
- Other duties as assigned by ED

**Earned Revenue & Business Development**

- Oversee Facilities and Rentals staff and develop earned revenue goals and strategies
- Oversee marketing efforts for facilities rental program in collaboration with ED

## **General Administration**

- Support ED in other areas of OACC operations, as needed
- Recruit, train and supervise development assistants, interns, and volunteers
- Develop and manage the Development Department budget and monitor revenue and expenses

### ***Qualifications:***

- Bachelor's degree required.
- 3-5 years of nonprofit development, foundation relation or grant writing experience.
- Strong writing and editing skills; excellent communication skills (via phone, email and in-person) and interpersonal skills.
- Demonstrated excellence in organizational, managerial, and communication skills
- Familiarity with donor management systems such as LiveImpact, Salesforce or Raiser's Edge
- Connected to the Oakland and East Bay community (charitable foundations, corporations) philanthropic community.
- Self-starter to develop new leads, detail-oriented, organized, analytical and self-motivated
- Commitment to diversity, equity, and inclusion.
- Culturally sensitive/competent to serve the Asian and Pacific American community.
- Proficiency in Microsoft Suite, Google Suite, and Box. Experience using office equipment, including printers and phone system. Knowledge of Adobe Suite or Canva a plus.
- Experience exercising discretion and confidentiality with sensitive company information.
- Light physical demands (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; lifting light pieces of equipment and materials; and occasionally working long days, nights or weekends).
- Capacity to work from home or in-office.

### ***Preferred:***

- Bilingual - English – any Asian language
- An interest in APIA culture and arts
- Master's Degree in Business Administration, Communications or related field, or its equivalent experience

### ***Salary, Benefits and Terms:***

Status: Part-time or flexible schedule will be considered

Reports To: Executive Director

Salary and benefits: \$61,000-70,000 annually (commensurate with experience), plus monthly healthcare stipend, parking allowance, 403(b) plan and a company match after 1 year of employment

To apply: Submit cover letter summarizing interest, qualifications and experience along with a current resume via email to [info@oacc.cc](mailto:info@oacc.cc) or mail to:

Oakland Asian Cultural Center  
388 Ninth Street, Suite 290  
Oakland, CA 94607

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.