

**DEVELOPMENT MANAGER**  
**(At-Will, Full-Time, Salaried, Exempt Position)**  
April 2023

***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 is a key development position as we grow. Reporting and working closely with the Executive Director, the Development Manager will execute against a number of key fundraising goals including grants, individuals, and special events. The OACC has strong fundraising leadership in the Executive Director, a supportive Board, and has engaged a fundraising consultant for additional support and professional development of the Development Manager if wanted. This is a great role for a mid-level Development professional looking to grow with an integral Oakland nonprofit, and the Development Manager will represent OACC in the community, while promoting the organization's mission, vision and core values.

***Responsibilities and Duties:***

**Fundraising and Development**

Grant Management (55%)

- Manage OACC's grants portfolio of approximately 20-25 annual grants, including deliverable management, initial writing of applications (to be reviewed by Executive Director), and application portal management.
- Working closely with ED and Program Manager, prepare and submit timely and accurate reporting to funders
- Prospect, identify, and develop new public and private grant funding opportunities.

Special Events (15%)

- Manage fundraising events including an annual gala and other small fundraisers, and donor cultivation events in collaboration with ED and staff

Annual Giving Program (10%)

- Develop and help identify new individual and corporate donors
- Cultivate and maintain relationships with major donors and funders
- Ensure timely and accurate reporting to funders, ED and Board

## **Others**

### Strategy (10%)

- Under the supervision of ED, develop and implement fund development strategies for annual giving campaign, corporate giving and sponsorship development
- Prepare timely and accurate reports (such as Annual Report, statistical and narrative) for submission to funders, ED and Board of Directors
- Support annual budget development and monitor revenues and spending

### General Administration and other duties (10%)

- Represent OACC in various community engagement activities and meetings;
- Support ED in other areas of OACC operations, as needed;
- Develop and manage the Development budget; monitor revenue and expenses.

### ***Qualifications:***

- Minimum 3+ years of nonprofit development 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, NEON or Raiser's Edge
- 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 API and BIPOC community.
- Proficiency in Microsoft Suite, Google Suite, and Box. Experience using office equipment, including printers and phone systems. 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).

### PLUSES:

- An interest in APIA culture and arts
- Master's Degree in Business Administration, Communications or related field, or its equivalent experience
- Connected to the Oakland and East Bay community (charitable foundations, corporations) philanthropic community.

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

Status: Full-time preferred; Part-time or flexible schedule will be considered

Reports To: Executive Director

Salary and benefits: \$70,000-80,000(Salary commensurate with experience), plus monthly healthcare stipend, parking allowance, 403(b) plan and a company match (match eligible after 1 year of employment), flexible schedule with hybrid work options.

OACC aligns this salary range with the 2023 Fair Pay report from Nonprofit Compensation Associates, and are proud to list starting salaries in the 50th percentile for the size of our organization in Alameda county.

To apply: Submit a **cover letter** summarizing interest, qualifications and experience along with a **current resume** via email to **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.