



DEVELOPMENT INTERN 2026

Mission

Oakland Asian Cultural Center (OACC) builds vibrant communities through Asian and Pacific Islander American (APIA) arts and culture programs that foster intergenerational and cross-cultural dialogue, cultural identity, collaborations, and social justice.

Vision

OACC envisions vibrant, healthy, and just communities where diverse APIA identities and heritages are affirmed and celebrated through cross-cultural exchange, intergenerational dialogue, and educational programming.

Strategic Edge (Primary topics/issues addressed)

OACC is an Intergenerational community hub and anchor, supporting the creative community, social justice, and APIA Issues. We provide a vital communal space for cultural, artistic programming that expresses our APIA communities' rich diversity.

About the Development Department

We are looking for talent to join our development department to ensure that OACC can continue to provide pivotal, critical programming that has supported our East Bay API communities for more than 40 years. The development department is responsible for acquiring the funds that keep an organization going. It takes money to pay for an office, office supplies, staff payment, and, most importantly, programs. Most nonprofits are funded by various revenue sources, including individual donations, grants from government and private foundations, corporate sponsorships, and events. Key transferable skills from this position to professional growth include personalized communication to build relationships, positive and grateful manners, flexibility and adaptation, and effective time management and organization.

Position Summary

The Development Intern is a fixed-term, stipend-based position. Under the supervision of the Development Manager, the intern will perform a variety of administrative and clerical tasks related to development. Development responsibilities include maintaining donor databases, composing correspondence to government and foundation representatives, donors, members and others to ensure a good relationship with the organization, compiling paperwork for grant proposals. The position offers flexible scheduling, average 16 to 20 hours per week.

Duties and Responsibilities:

- Manage and maintain the accuracy and integrity of the institutional database via Google Sheets, Excel docs and LiveImpact CRM system
- Help compose basic correspondence to funders, donors, members and other people
- Support special event and fundraising event planning
- Research prospective government and private foundation funders



- Perform other development duties as assigned by the Development Manager

How to Apply

Email your cover letter and resume to Marvin Lee at marvinlee@oacc.cc. The email subject line must include your name and the position you are applying for (i.e., Subject: Marvin Lee, Development Intern).

Requirements

We are looking for an individual who is detail-oriented, personable, outgoing and works well alone and under direct supervision. Flexible and service-oriented are a plus.

- Part-time, 16-20 hours per week
- AA / BA / BS / or current enrollment in an accredited college or university, or equivalent experience
- Excellent written and verbal communication skills
- Demonstrates a professional demeanor whether speaking to others in person, over the phone, via email, or through letters
- Must be very organized and have excellent follow-through skills
- Must be MS Office & Google Suite proficient with strong Word & Excel Skills, experience in CRM systems a plus
- Must be able to multi-task in a fast-paced environment
- Ability to work both independently and collaboratively
- Interests in Asian Pacific Islander Arts and Culture and current APIA issues a plus

Terms, Benefits, and Salary:

Classification: 16-20 hours per week, up to 3 months

Stipend available: up to \$3,500

Working environment: hybrid of in-office and remote work