

**Director of Development & Strategic Partnership
(.5 FTE)
2026**

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 Islander American (APIA) culture, history, and heritage through the arts. OACC believes that cultural arts are essential to building and sustaining vibrant, healthy, inclusive and equitable communities. Since opening its own facility in 1996, OACC has presented countless programs that foster cross-cultural and inter-generational dialogue and understanding, community collaborations, and social justice. To sustain our programs and operations, OACC earns revenue from facility rentals, public & private agency funding, and contributions from individual donors and corporations. Our annual budget is \$1.2M-\$1.3M (Grants 58%, Earned Revenue 30%, Donations and Special events 12%).

Job Description:

OACC is moving at an exciting pace in its organizational development, supported by robust cultural programming and steadily growing revenues. We are on solid financial footing, with healthy reserves and strategic partnerships that strengthen our long-term sustainability. The Executive Director is seeking an experienced, strategic fundraising professional who can help elevate our development efforts, with a particular focus on securing major gifts and expanding our annual giving program. This newly created part-time role will serve as a key thought partner to the Executive Director and the Board of Directors, and will guide the full-time Fundraising Manager's work across all areas of fund development. As a member of the leadership team, the Director of Development & Strategic Partnerships ensures fundraising is fully aligned with programs and communications priorities and represents OACC in the community, advancing the organization's mission, vision, and core values.

Responsibilities and Duties:

Fundraising Strategy & Execution

- Develop and lead an annual fundraising strategy, plan and budget aligned with organizational priorities and long-term sustainability goals
- Drive the major gifts program, including prospect identification, cultivation, solicitation, and stewardship, ensuring a strong growing pipeline
- Partner with the Board of Directors to enhance their fundraising engagement by providing coaching, strategy, tools, and support to advance major gifts and overall development goals
- Supervise and mentor one full-time Development staff, providing strategic direction and ensuring alignment with OACC's fundraising priorities

Donor Engagement & Stewardship

- Design stewardship plans that deepen donor loyalty and increase retention, and strengthen long-term relationships
- Provide strategic support for fundraising events, including annual gala, donor cultivation events, and community building activities

Preferred Qualifications:

- 8-10 years of nonprofit development, foundation relations or business development experience.
- Demonstrated success securing major gifts and managing donor portfolios
- Strong writing and editing skills; excellent communication skills (via phone, email and in-person) and interpersonal 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; lived experience within or deep ties to API communities strongly preferred.
- Bachelor's degree in a relevant field or equivalent in education and experience.
- 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).

Desirable:

- 2 years of experience in a leadership role
- Bilingual — English/any Asian language

Salary, Benefits and Terms:

- Status: Permanent Part-time (up to 20 hours per week); role may expand to full-time based on organizational needs and performance
- Reports to: Executive Director
- Salary and benefits: \$60,000 - 65,000 annually (.5FTE, commensurate with experience), eligible for prorated group health coverage, prorated transportation allowance, 403(b) plan and a company match after 1 year of employment
- Working environment: hybrid of in-office and remote work
- Position start date: January 2027

OACC aligns this salary range with the 2026 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: Please contact Executive Director Saly Lee, salylee@oacc.cc, with any questions and interest. Submit cover letter summarizing interest, qualifications and experience along with a current resume via email to info@oacc.cc.

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, gender identity or any other impermissible basis.