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JOB ANNOUNCEMENT

API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. With offices in Oakland, San Francisco, and Stockton our work is focused in the areas of violence against women, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, anti-human trafficking, youth violence prevention, affordable housing preservation and tenants' rights, and other social justice issues.

Position: DEVELOPMENT & FINANCE DIRECTOR

Position Description:

The Development & Finance Director will work closely with the Executive Director as part of the executive level management team to coordinate fundraising and resource development, and will oversee financial operations for a growing social justice organization.

Duties and Responsibilities:

1. Coordinate all fundraising work including grant applications, donation solicitation, and events.
2. Represent the organization and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers.
3. Supervise finance and development staff.
4. Assist Executive Director and Board of Directors in fiscal oversight.
5. Assist with administration of grants and contract management.
6. Assist with media and community relations, public education, and outreach work.
7. Oversee maintenance of databases for purposes of funding solicitation and reporting.
8. Assist with recruitment, training, and supervision of volunteers.
9. All other office related duties as required.

Qualifications:

This position requires at least five years experience in fund development and finance in a non-profit environment, preferably in APILO's priority areas of service described above; demonstrated success in raising funds from foundation and corporate sources; accounting/bookkeeping and financial management experience, at least five years successful supervisory experience, strong writing and research skills as well as interpersonal communication skills; highly motivated self-starter able to work independently and as part of a team; excellent planning, organizational and facilitation skills; proficiency with PC systems (Word, Excel, QB, Abacus, and/or Salesforce); demonstrated ability to work well under pressure, manage time and meet deadlines; commitment to social justice; ability to work well in a team oriented, multi-cultural work environment; bilingual/bicultural skills in an API language or Spanish strongly preferred; BA/BS degree.

Hours: 40 hours per week, including some weekend and evening hours.

Compensation: Set by wage scale depending on experience; health insurance, paid sick and vacation.

If interested, send cover letter and resume with 3 professional references to: jobs@apilegaloutreach.org.

Position will remain open until filled.

An Equal Opportunity Employer