



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
310 8TH STREET, SUITE 308, OAKLAND, CALIFORNIA 94607

JOB ANNOUNCEMENT

API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation and comprehensive social services to the most marginalized segments of the community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of domestic violence/family law, immigrant rights, elder abuse prevention, anti-human trafficking, youth violence prevention, disability rights, affordable housing preservation, and other social justice issues.

Position: DEVELOPMENT ASSOCIATE

The Development Associate will work closely with the Development & Finance Director, the Executive Director and other staff to coordinate fundraising, including grant applications, public relations, and events.

Duties and Responsibilities:

1. Assist with all fundraising work including grant applications, donation solicitation, and events.
2. Represent and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers;
3. Conduct research into new funding opportunities, draft grant proposals and other funding requests; focus on new funding primarily in the foundation, private donor, and corporate arenas;
4. Assist with media and community relations, public education, and outreach work;
5. Assist with maintenance of databases for purposes of donor solicitation and for grant reports;
6. Assist with recruitment, training, and supervision of volunteers;
7. Assist with grant and contract management;
8. Other office related duties.

Qualifications:

This position requires experience in fund development 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; 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, 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; BA/BS Degree.

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

Salary: Set by wage scale depending on experience; full benefits (health, paid sick and vacation)

If interested, send cover letter and resume with 3 references to: jobs@apilegaloutreach.org. Position will remain open until filled.

An Equal Opportunity Employer Committed to Affirmative Action