



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103  
310 8TH STREET, SUITE 305, 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: GRANTS DATA MANAGEMENT ASSOCIATE**

The Grants Data Management Associate will be based in the Oakland Office and will work closely with the Development Coordinator, the Administrative Director, the Deputy Director and other staff to coordinate grant reporting and public relations.

#### Duties and Responsibilities:

1. Coordinate the drafting and submission of all reports and other data required by funders of the organization including public entities and charitable foundations.

##### Grant Monitoring & Compliance (50%)

- On a monthly basis, track the deliverables for 30+ grants through data entry, processing invoices, and compiling reports for funders.
- Compile reports of contract deliverables through verbal and visual data.
- Monitor budgets and discretionary funds by processing invoices.
- Support and facilitate discussions around fundraising and diversifying funds for the Network.
- Experience working or managing non-profit coalitions.
- Experience with managing government contracts and government relations.
- Experience working effectively with data and tools for data analysis, including excellent Excel skills.
- Proven ability to handle conflict and disagreement in a coalition setting.
- Strong oral and written communication skills, including the ability to clearly communicate logistics, project time lines, and processes to a diverse group of partners.
- Proactive and takes initiative, once masters a skillset seeks additional learning opportunities.
- A strong work ethic, including the following qualities: organized, detail-oriented, flexible, reliable, goal-oriented, and dependable, with the ability to be an independent worker, and able to handle several projects simultaneously while thriving in a team-based collaborative decision-making environment.

2. Represent APILO and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers.

3. Assist with media and community relations, public education, and outreach work.

4. Assist with the development and maintenance of databases for purposes of service reporting and donor solicitation.

5. Assist with fundraising work including grant applications, donation solicitation, and events.
6. Assist with recruitment, training, and supervision of volunteers.
7. All other office related duties as necessary.

Qualifications:

This position requires strong written and oral communication skills, experience in journalism or writing other forms of descriptive essays, demonstrated commitment to social justice through work for disadvantaged communities of color, strong research and fact gathering skills; a highly motivated, detail oriented self-starter able to work independently and as part of a team; proficiency with PC and database systems (Word, Excel, Abacus, and/or Salesforce); demonstrated ability to work well under pressure, manage time and meet deadlines; ability to work well in a team oriented, multi-cultural work environment; BA/BS degree; ability to speak an API language or Spanish, a plus.

Hours: 24-40 hours per week, including some weekend and evening hours. Part-time or flex-time arrangements will be considered but full-time strongly preferred.

Salary: Commensurate with experience, based on scale: \$18 to 24 per hour depending on experience; full benefits (health, paid vacation, sick) if full time.

If interested, send cover letter and resume with 3 references to: [jobs@apilegaloutreach.org](mailto:jobs@apilegaloutreach.org). Position will remain open until filled. An Equal Opportunity Employer Committed to Affirmative Action