



Development Director Job Description

CAA AV: Organizing Asian Communities is seeking a Development Director. The Development Director is responsible for leading CAA AV's institutional and individual fundraising and growing CAA AV from a \$2.5M organization to a \$4M organization in the next five years. This position is supervised by the Managing Director and will supervise CAA AV's Resource Development team. This position is a part of CAA AV's Leadership Team (consisting of Executive Director, Managing Director, Organizing Director, and Lead Organizers).

About CAA AV

CAA AV's purpose is to develop the leadership of working class Asian immigrants to make a significant intervention in the gentrification of NYC by building neighborhood power in Chinatown and Queens. Chinatown and Queens are neighborhoods where Asian immigrants are one of the driving forces of the working class, and could potentially shift the long-term political landscape of the city. Our strategy is to build neighborhood power to (1) defend our neighborhoods by fighting against speculative and luxury development; (2) fight for more housing for the working class in these neighborhoods; and (3) build enough power to constrict our opposition, the real estate industry.

Key Responsibilities

The Development Director's specific responsibilities include, but are not limited to:

Fundraising

- Develop, implement and evaluate a multi-year fundraising plan that grows CAA AV's annual budget from \$2.5M to \$4M in the next five years.
- Develop an annual fundraising plan for CAA AV's 501c3 and CAA AV Voice's 501c4 including sustainers, major donors, and institutional foundation strategies.
- Lead and manage CAA AV's Major Donor program with support from the Managing Director, prospecting and stewarding new major donors and sustainers.
- Supervise Institutional Giving Manager and Donor Organizer to plan and implement grassroots fundraising events, outreach, and strategy.
- Supervise and support Institutional Giving Manager to draft grants, track deadlines and manage city contracts.
- Prospect and maintain institutional funding sources through research and relationships with funders, alongside the Executive Director, Managing Director, and Institutional Giving Manager.
- With Institutional Giving Manager and Donor Organizer, prepare senior leadership team members for funder meetings, including conducting research and developing prep materials for meetings that synthesize the funder's portfolios, topics of interest, connection to CAA AV's work, and sense of the grant sizes/distributions

Finance and Operations

- Collaborate with senior leadership team to ensure that annual fundraising goals align with organizational strategy and budgets.
- Support finance and operations team in tracking and ensuring up to date fundraising revenue projections.
- Produce board fundraising reports and presentations as needed
- With the Donor Organizer, ensure up to date donor data through CAA AV's Customer Relationship Management (CRM) system and support the correct recording of donations from individuals, corporations, and donor advised funds as needed.

Communications

- With the resource development team and Communications and Media Manager, lead in creating an annual communications plan that furthers development goals through social media, newsletter, and print communications.



- Coordinate, write, and edit written communications content where requested.

Staff and Organizational Development

- Supervise and coach Donor Organizer and Institutional Grants Manager.
- Manage resource development staff retreats and logistics.
- Working with the team, develop team building mechanisms that foster transparency, direct communication, collective accountability, and transformational processes.

Shared Responsibilities

- Support all of CAAAV's strategic organizing campaigns, programs and organization-wide activities and connections to larger city/state/national vision.
- Represent the organization in funder convenings, strategic alliances, partnerships, coalitions, forums and other events.
- Step in to represent the organization when requested.

Qualifications

The ideal candidate will have:

- Have at least 5 years' of proven experience with development, with demonstrated ability to develop and execute a fundraising plan, manage revenue projections, and supervise staff.
- Knowledge of citywide political and organizational landscape desirable.
- Be detail-oriented.
- Have excellent communication and interpersonal skills.
- Be willing to work flexible hours, including evenings and weekends.
- Good team player and problem-solver.
- Strong meeting facilitation skills, including familiarity with and an ability to teach popular education techniques.
- Cultural competency in working with limited English proficient Asian immigrant communities desirable
- Experience managing multiple projects and an ability to oversee a team of volunteers and interns
- Strong commitment to CAAAV's strategy and values
- Openness to giving and receiving thoughtful feedback
- Discernment and ability to handle confidential or sensitive organizational information
- Experience in other Left, base building, organizing and/or movement organizations

This is a full-time, exempt position (40 hours/week) with benefits including fully paid health insurance, 20 vacation days a year, a generous sick day policy, paid sabbatical after 5 years, professional development and work from home stipends, and more. The pay for this position is \$80,000-90,000. We currently have a hybrid return to office policy, working in the office fully masked and from home, and this may change pending how the pandemic evolves. This position is based in New York City.

To Apply

Please send a cover letter and resume to jobs@caaav.org with subject heading: DEVELOPMENT DIRECTOR. We will review applications on a rolling basis, but priority will be given to applications submitted by August 23, 2024. CAAAV is an equal opportunity employer. Women, immigrants, LGBTQ, people with disabilities, and people of color from low-income communities are strongly encouraged to apply. Due to the high volume of calls, please do not call. Applicants will be notified for an interview by email.