



## MANAGING DIRECTOR OF DEVELOPMENT

**Reports To:** A Co-Executive Director

**Location:** Remote or Hybrid in San Francisco

**Hours:** Full-time; Exempt

**Salary:** \$150,000 - \$175,000 annually

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### ABOUT CAA AND AACRE

[Chinese for Affirmative Action](#) was founded in 1969 to protect the civil and political rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian American and Pacific Islander community. We advocate for systemic change that protects immigrant rights, promotes language diversity, and remedies racial and social injustice.

In 2014, CAA helped to launch the [Asian Americans for Civil Rights and Equality](#) (AACRE) network that focuses on long-term movement building, capacity infrastructure, and leadership support for Asian Americans and Pacific Islanders committed to social justice. Including CAA, there are currently 11 partnering member groups with unique strengths. Fiscal sponsorship, administrative, and operational support is provided centrally for all these groups so they can focus on their core programs.

More recently, CAA, along with AAPI Equity Alliance and the San Francisco State University Asian American Studies Department, launched the [Stop AAPI Hate](#) coalition to document and respond to incidents of hate at the local, state, and national levels. The mission of Stop AAPI Hate is to advance equity, justice, and power by dismantling systemic racism and building a multiracial movement to end anti-Asian American and Pacific Islander hate. This is an exciting period of growth and impact for Stop AAPI Hate. Due to the extraordinary demand and support for our work, we are poised to deepen and expand our reach and engagement throughout the country.

At the grassroots level, our community building work nurtures the ability of immigrants to participate fully in civic life. These activities include direct services, leadership development, and civic engagement with limited-English proficient newcomers and immigrants on issues that impact our community. At the systemic level, CAA leads advocacy, communications, and movement building work to improve public policy and shape public discourse. We produce community-based research, publish policy analyses and recommendations, influence opinion through media, organize to engage elected and government officials, and nurture a range of progressive coalitions.

### POSITION OVERVIEW

CAA seeks a visionary, strategic, and goal-oriented Managing Director of Development as the most senior development executive for the organization at this critical time of growth. Reporting to one of the two Co-Executive Directors, the Managing Director of Development leads and implements CAA's annual and long-term fundraising objectives and significantly contributes to long-term asset building strategies. This team leader is highly organized, effective, and excited to utilize their skills and experiences in development and communications to advance positive social change in a strong and well-established organization rooted in community. The Managing Director of Development is a people-centered leader

working collaboratively with staff leadership, board members, and community members to coordinate the strategic cultivation, solicitation, and stewardship of CAA supporters, especially major donors.

This position focuses on engagement with individual donors, especially growing and leading the organization's major donor programs, donor events, and campaigns, and oversees Stop AAPI Hate corporate engagement and fundraising. This role supervises the two dedicated development staff which include the CAA Development Manager and the Stop AAPI Hate Director of Corporate Engagement, and works closely with the administrative and communications teams.

An exempt position, the Managing Director of Development can work at CAA's San Francisco office located in historic Chinatown, remotely, or a combination of the two, and there is a strong preference for candidates who already reside in or are willing to relocate to the Bay Area.

## **Key Responsibilities**

### *Strategy & Leadership*

- Lead the development team in execution of a comprehensive development strategy
- Amplify, strengthen, and identify new ways to enhance CAA's and Stop AAPI Hate's voice and brand across donor engagement activities
- Co-build a culture of narrative storytelling and communications across the organization as a tool for driving social change
- Be a member of various leadership teams in support of development goals

### *Donor Management*

- Develop and implement meaningful year-around donor engagement, including direct mail and online annual major gift campaigns, donor stewardship events, engagement, and acknowledgement / public recognition strategies
- Design targeted donor outreach based on analysis of donor interest and history of giving
- Lead the development of donor collateral under the advisement of the Co-Executive Director
- Oversee and/or advise systems and protocols for regular and quality donor communication, online donation platforms and donor/prospect data tracking

### *Event Management*

- Lead major donor strategies, including campaigns, cultivation, appreciation / stewardship, and informational events
- Lead CAA's planned giving program with member engagement and cultivation events
- Lead CAA board and staff to organize the annual Celebration of Justice dinner and other events related to CAA's annual fundraising campaigns

### *Communications*

- Develop and implement annual plans to keep CAA's supporters informed through various communications channels, including print, email, and social media
- Contribute development-related content to the organizational e-newsletter, special news, and annual reports

### *Institutional Fundraising*

- Support foundation fundraising including proposal development and grant reporting

- Develop and implement a ladder corporate engagement and fundraising strategy including Employee Resource Group engagement

### **Qualifications**

- Minimum 7-10+ years of increasing responsibility in nonprofit development leadership
- Track record of successfully leading individual donor cultivation, grant writing, events, and campaigns to support fundraising for annual budgets of \$5M+
- Strong management experience with the demonstrated ability to share leadership, inspire initiative, and build consensus among team members in a highly collaborative style
- Highly relational with strong ability to build relationships with and inspire donors, vendors, colleagues, and partners
- Excellent written and verbal communication skills with the demonstrated ability to inform and persuade in presentations, conversations, and across various written mediums
- Strong commitment to the mission and values of CAA, including a demonstrated commitment to social justice, equity, and civic engagement
- Experience and cultural competence working in the AAPI community in a social justice context
- Strong proficiency in fundraising software and platforms, including Google Suite, Microsoft Office, and donor databases/CRM such as Salesforce and EveryAction

### **To APPLY**

CAA is partnering with [Walker and Associates Consulting](#) – a values-aligned, Bay Area-based, and women of color owned and led strategic management consultancy and executive search firm – on this search. Please email a cover letter and resume to [caasf@walkeraac.com](mailto:caasf@walkeraac.com). In the subject line, please write “CAA Managing Director of Development.” In your cover letter, address the following questions: *What about our mission or values inspires you? What has been your most impactful work or life experience so far, and why?* This position is open until filled. For more information, visit our website at [www.caasf.org](http://www.caasf.org).

**CAA is an equal opportunity employer. Women, people of color, LGBTQ individuals, and immigrants are encouraged to apply. We will consider qualified applicants with arrest and conviction records.**

