



### **About the Asian Pacific Fund**

The Asian Pacific Fund is a community foundation with a mission to strengthen the Asian and Pacific Islander (API) community in the Bay Area by increasing philanthropy and supporting the organizations that serve our most vulnerable community members. The Fund is the only foundation dedicated to improving the lives of the Bay Area's Asians and Pacific Islanders with knowledge of the community's needs and nonprofits who are making the most impact.

Since 1993, we have supported a network of over 70 affiliate organizations through grants and trainings who serve APIs across a wide range of needs including senior and youth services, health and well-being, counseling, legal services, advocacy, civic engagement, and arts and culture.

We are a 501(c)(3) nonprofit organization. For more information, please visit our website at [www.asianpacificfund.org](http://www.asianpacificfund.org).

### **Development & Administrative Coordinator Position**

The Development & Administrative Coordinator (DAC) is a part-time position that reports to the Director of Development. During the position's four-day workweek, the DAC will spend 50% of the time on development efforts, including being the administrator for our Salesforce donor database. The balance of the time will be spent providing administrative, accounting and IT support, as detailed below.

#### **Job Responsibilities**

##### *Development (50%)*

- Maintain Salesforce database to ensure accuracy and integrity of the data
- Input all new or updated data for donor records
- Extract lists for mailings, email newsletters and RSVP lists for annual gala (425+ guests)
- Create and maintain reports and dashboards on Salesforce
- Create invoices and acknowledgement letters
- Assist with workplace giving campaigns and donor advised fund grants as needed

##### *Administrative (20%)*

- Handle periodic bulk mailings and email blasts including mail merges and compliance with postal rules
- Order office supplies, maintain supplies cabinets and oversee general office equipment maintenance and upkeep
- Review and process invoices, mail checks and make deposits
- Handle copying, mailing and other support for small office
- Answer phones, sort mail, and respond to general email inquiries
- Other duties as assigned by Executive Director

### *Accounting (20%)*

- Maintain fundraising accounts receivable and reconcile with bookkeeper records
- Reconcile grants, sponsorships and donations from bank records and multiple donation platforms
- Make deposits and process approved bank transfers
- Provide support for annual audit
- Maintain and reconcile petty cash and credit card account

### *Applications and IT (10%)*

- Coordinate with IT provider as needed
- Maintain and customize Salesforce standard and custom objects, page layouts, etc. to support organizational functions
- Manage and provide routine user support for Applications (Office365, Dropbox, Salesforce, etc.) and IT Services (VOIP, Internet, etc.)
- Seek out and identify need system changes and work to maintain and improve integrations with other internal systems

### **Qualifications**

- BA/BS degree or the equivalent in related work experience (2-4 years)
- Extraordinary attention to detail with exceptional follow through
- Expertise in managing data and pulling reports in Salesforce ideal
- 1-2 years of nonprofit fundraising experience
- Experience as administrative assistant, executive assistant or office manager
- Excellent communication skills, especially via phone and email with a high degree of professionalism
- Ability to multi-task and handle a broad range of responsibilities
- Excellent Microsoft Word, Excel, PowerPoint skills
- Team player, self-motivated, must be able to work independently as well as collectively to complete daily tasks
- Ability to be flexible, given our small team, and maintain a sense of humor
- Belief in the mission of the organization and commitment to serving the Asian and Pacific Islander community in the Bay Area.

### **Hours, Compensation and Start Date**

This is a part-time position 30-35 hours per week and is eligible for health, dental and vision benefits and the option of participating in a pre-tax transit benefit program. Hourly pay DOE. The position is available to begin immediately.

### **Application Process – PLEASE READ CLOSELY:**

Send cover letter and resume by email to [jobs@asianpacificfund.org](mailto:jobs@asianpacificfund.org) with a subject line beginning with this exact phrase: "Devo & Admin Coordinator 2019: *Your Name*." Please tailor your cover letter to this job posting. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.