



## **About the Asian Pacific Fund**

*The Asian Pacific Fund is a non-profit foundation dedicated to strengthening the Bay Area's Asian and Pacific Islander communities. We help donors achieve their philanthropic goals, support organizations that serve our most vulnerable, and raise awareness about pressing community needs.*

*For more information, please visit our website at [www.asianpacificfund.org](http://www.asianpacificfund.org).*

## **The Administrative & Database Coordinator Position**

The Administrative & Database Coordinator (ADC) reports to the Executive Director and is responsible for providing administrative support to our team of five and maintaining our Salesforce database. This includes generating and maintaining mailing lists for newsletters, events, programs and RSVP lists. Salesforce is the Fund's primary donor and affiliate database. In addition, the ADC works closely with the Program & Events Manager to provide administrative support to the Fund's core programs.

## **Job Responsibilities**

### *Administrative*

- 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, make deposits
- Coordinate with IT provider as needed
- Handle copying, mailing and other support for small office
- Answer phones, sort mail, respond to general email inquiries
- Other duties as assigned by Executive Director

### *Database*

- Maintain data of 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)

## **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
- 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, Power Point 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 American community in the Bay Area.

**Hours, Compensation and Start Date**

This is a part-time position 20-25 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 [info@asianpacificfund.org](mailto:info@asianpacificfund.org) with a subject line beginning with this exact phrase: “ADC 2015: *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.