



Asian Pacific Fund – Director of Community Initiatives and Grantmaking

About the Asian Pacific Fund

The Asian Pacific Fund is a community foundation with a mission to strengthen the Asian American 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.

We do this by mobilizing resources, making grants, providing technical assistance, and showing up as a strategic thought leader on issues facing our communities. Since 1993, the Fund has given more than \$10 million in grants and support to a network of more than 80+ API-led and serving nonprofit organizations. These organizations, known as “affiliates,” are at the forefront of addressing a wide range of needs and issues in the API community including senior and youth services, health and well-being, counseling, legal services, advocacy, civic engagement, and arts and culture.

The Fund is a 501(c)(3) nonprofit organization. For more information, please visit our website at www.asianpacificfund.org.

Director of Community Initiatives and Grantmaking

The Director of Community Initiatives and Grantmaking is a new role on the Fund’s leadership team and reports directly to the President & Executive Director. This role will work in close partnership with the Fund’s leadership team to design and implement programmatic initiatives that accelerate the Fund’s impact. The ideal candidate:

- Is excited to and experienced with identifying and supporting opportunities to drive social, community, and systems change.
- Understands the role of philanthropy and can assess the best role we can play to be effective.
- Sees the big picture but also rolls up their sleeves to do what it takes to get things done.

Key Areas of Responsibility

Program Execution

- Implement community initiatives that are informed by community partners and advance the Fund’s goals. Initiatives may include grantmaking, convening, research, capacity building / technical assistance, partnerships, etc.

- Implement programs and events that advance the Fund’s strategies and thought leadership. These include, but are not limited to, the Give in May campaign, the annual API Summit, Affiliate Convenings, annual Gala, and issue specific briefings.
- Oversee the execution of donor-driven programs including multiple scholarship programs and the Chang-Lin Tien Educational Leadership Award.

Grantmaking

- Collaborate with the Fund’s Community Liaison to design, implement, and maintain grantmaking policies and procedures, systems, and processes.
- Collaborate with the Fund’s Community Liaison to develop and implement grantmaking strategies that support the Fund’s strategy.
- Oversee the “end to end” grantmaking process including application, proposal review and selection, cohort management, reporting, and evaluation using metrics to track and measure success of grantmaking initiatives.

Board Management

- Support the President & Executive Director to plan and execute educational and programmatic activities for the Board.

Staff Management

- Provide day-to-day management, performance management, and professional development for up to two staff.

Other duties as assigned.

Qualifications

- A minimum of 5 years of program management experience designing and executing community programs and initiatives
- A minimum of 3 years of experience in grantmaking including familiarity with grants management systems and grant-related financial reporting
- A minimum of 3 years of experience managing direct reports
- A demonstrated commitment to diversity, equity and inclusion
- A successful history of setting priorities; keen analytic, organization and problem-solving skills that support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A natural team player who enjoys supporting and collaborating with colleagues
- Ability to see the big picture and think strategically while also being able to execute tactical tasks
- Personal qualities of integrity, credibility, and demonstrated commitment to addressing issues facing the Asian and Pacific Islander communities

Compensation, Benefits, and Start Date

This full-time position offers a salary of \$105,000 - \$120,000 per year depending on experience, flexible work hours, collaborative work environment, and a benefits package that includes

generous vacation, medical and dental insurance, and the option of participating in a 403(b) retirement savings plan, and pre-tax transit benefit program.

Application Process – PLEASE READ CLOSELY:

Interested candidates should send a cover letter and resume by email to jobs@asianpacificfund.org with the subject line: “Director of Community Initiatives and Grantmaking: Your Name.” Cover letters should say why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.