



## Community Initiatives & Grantmaking Coordinator Job Announcement

*Updated 8/3/24*

Asian Pacific Fund is seeking a full-time Community Initiatives & Grantmaking Coordinator to lead our scholarship program and support the implementation of our moving the needle initiatives on mental health, economic security, and language access. The ideal candidate will be a results-oriented person committed to learning and growth who excels at building systems and managing projects to drive positive change and create an inclusive, thriving society with AANHPIs in the Bay Area.

### Who We Are

Founded in 1993, the Asian Pacific Fund (APF) is the only community foundation dedicated to improving the lives of underserved and marginalized Asian Americans, Native Hawaiians, and Pacific Islanders (AANHPIs) in the Bay Area. We do this by:

- **Strengthening our Safety Net:** We fund and support an ecosystem of more than 90 Bay Area nonprofits serving AANHPI seniors, youth, and families; 40% of which have budgets of less than \$1 million.
- **Mobilizing Philanthropy:** We connect philanthropy to AANHPI-serving nonprofits, mobilizing funding, regionally and nationally, to increase our collective impact.
- **Driving Change:** We are informed by the voices in our community and lead by speaking out, convening thought leaders, and amplifying solutions that work.
- **Our Affiliate Network:** APF has deep roots in the AANHPI community through a vast network of affiliates that operate at multiple levels. From safety net service providers that keep our communities safe and healthy, to advocates who are driving systems and policy changes that improve well-being for all, this network is critical to promoting inclusion and belonging.

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

### What You'll Do

The Community Initiatives & Grantmaking Coordinator, who is based in the Bay Area and reports to the Community Initiatives & Grantmaking Director, is responsible for the following:

- Lead implementation of scholarship program—current activities include five major scholarships and one annual retreat.

- Process administrative documents for grantmaking and scholarship disbursement.
- Build and maintain relationships with key stakeholders—affiliates, scholarship donors, scholars, APF staff.
- Support the implementation of annual programming and moving the needle initiatives—AANHPI Summit, mental health, economic security, and language access.

### **Who You Are & Keys to Success (the must-haves)**

To be successful in this job, you will excel in four areas:

- **Drive to achieve results:** You have a track record of accomplishing ambitious goals and getting results even when there are obstacles. You set a high bar and meet it, because you anticipate hurdles and come up with pragmatic solutions. You plan backwards and involve stakeholders appropriately.
- **Commitment to racial equity and social justice:** You recognize the role of race, income, age, immigration status, and other identities in shaping disparities. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.
- **Relationship-building:** You develop and maintain strong, collaborative working relationships with a diverse group of stakeholders. You know how to build alliances and find points of collaboration even when there are competing interests.
- **Communication Skills:** You speak clearly on behalf of the organization and communicate well with others, including sharing context and asking questions to understand others' perspectives. You aim for accuracy and attention to detail, organizing and sharing information effectively — whether writing an internal email or delivering a presentation.

Knowledge of mental health, economic security, and language access issues, as well as prior experience in grantmaking are both plusses but are not requirements.

If you were here right now, you would be:

- Closing out our annual retreat for scholarship recipients.
- Managing inquiries for our open grant opportunities.
- Meeting with affiliates to understand their data needs.
- Collecting venue, catering quotes, and availability for the launch of our newest grant program and the end of year affiliate convening.

### **What Else You Should Know**

Asian Pacific Fund is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issues. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

This is a hybrid position based in the Bay Area. The role requires local travel (about 1 week/month). The salary range for this position is \$70,000 - \$75,000 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.

**How to Apply**

Please send a cover letter and resume to Tavae Samuelu, Director of Community Initiatives & Grantmaking at [tavae@asianpacificfund.org](mailto:tavae@asianpacificfund.org).