

# APIAHF

ASIAN & PACIFIC ISLANDER  
AMERICAN HEALTH FORUM



## DEVELOPMENT MANAGER



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# Asian & Pacific Islander American Health Forum

Headquartered in Oakland California and with an office in Washington, DC, the Asian & Pacific Islander American Health Forum (APIAHF) is the oldest and largest health advocacy organization working with Asian American, Native Hawaiian, and Pacific Islander (AANHPI) communities across the nation, in US Territories, and with US-affiliated Pacific jurisdictions. By providing policy and political analysis, research and data support, and effective communications strategies, APIAHF supports local AANHPI communities to have an influence on local, state, and national policy. By providing grants, training, technical assistance, and consulting, APIAHF is a source of key resources so that communities can mobilize and grow stronger in their coalitions and organizational structures.

## MISSION

APIAHF influences policy, mobilizes communities, and strengthens programs and organizations to improve the health of Asian Americans, Native Hawaiians, and Pacific Islanders.

## VISION STATEMENT

APIAHF envisions a world where all people share responsibility and take action to ensure healthy and vibrant communities for current and future generations.

## VALUES

*RESPECT* in affirming the identity, rights, and dignity of all people.

*FAIRNESS* in how people are treated by others and by institutions, including who participates in decision making processes.

*EQUITY* in power, opportunities, and resources to address obstacles, hindering vulnerable communities and groups from living their healthiest lives.



## **APIAHF’s Focus**

As a health justice non-profit organization, APIAHF is dedicated to improving the health and well-being of more than 21 million AANHPIs living in the United States and its jurisdictions. APIAHF believes that all persons have the right to be healthy, the right to live in a thriving community, and the right to quality, affordable, and accessible health care.

### **Influencing and Shaping Policies that Impact AANHPI Communities**

APIAHF works with partners from local communities to influence local, state, and federal-level public policy. Its presence and partnerships in Washington, DC allow the organization to shape federal policies that impact AANHPI communities across the nation by expanding access, improving quality, and advancing health equity.

### **Mobilizing Communities Across the Nation for Change**

APIAHF engages community leaders across the country, including community public health organizations and social justice advocates, on national and state issues to address health challenges in their backyard, rally against harmful policies, organize around healthy practices, and call on policymakers to improve the health of our communities.

### **Strengthening Programs and Organizations**

APIAHF strengthens local and regional community organizations by providing them with the tools, skills, training, technical assistance, and organizational capacity building needed to empower them to be stronger advocates in their communities.



**35**

Serving 35 years of leadership, advocacy, and movement building



**21M**

APIAHF is a leading voice for over 21 million AAs and NHPIs in the US



**100+**

Working with over 100 community organizations in 34 states



**1M**

Helped enroll nearly 1,000,000 AANHPIs in the Affordable Care Act



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## The Opportunity

The Asian & Pacific Islander Health Forum seeks an energetic self-starter with strong development skills to make a difference in the lives of members of the AANHPI community. The Development Manager will help APIAHF establish a solid fundraising infrastructure grow a robust program that capitalizes on a recent increase in interest in the organization's success. The existing portfolio, which in the past 10 months has generated roughly \$5M in revenue, is comprised of 40% federal revenue, 40% contributions from institutional donors, and 20% from individuals. The successful Manager will help determine how best to grow different aspects of the fundraising program to meet realistic metrics and goals. Reporting to the Vice President & Chief of Staff, and working in partnership with APIAHF's CEO and other leaders, the Manager will play a key role in ensuring the organization has the tools in place to remain a leader in the AANHPI healthcare space. Specific responsibilities include:

- ❖ Provide strong, energetic, strategic support to the CEO by facilitating methods that will lead to attaining goals and increasing annual revenue.
- ❖ Implement internal systems and processes that contribute to building an effective donor pipeline.
- ❖ Ensure the ongoing evaluation and development of effective fundraising systems, including CRM (Salesforce) and donor tracking, required to have a strong development program.
- ❖ Help develop strategy and implementation for cultivation, solicitation, and stewardship of donors, focusing on existing corporate and foundation support while elevating small-dollar individual support through online campaigns and community engagement.
- ❖ Manage the proposal writing, submission, and tracking process, assisting with developing thoughtful cases of support for each request.
- ❖ Maintain contacts with current and prospective corporate, foundation, government, and individual donors and ensure all relevant donor information is incorporated into the CRM.
- ❖ Engage with prospective donors, creating a plan for each prospect and proactively following up when appropriate.
- ❖ Work with and support APIAHF's CEO, Chief of Staff, and other senior staff by defining priorities, strategically identifying new donors, and regularly reporting on results to ensure program and fiscal accountability.

# The Candidate

The ideal Development Manager will be familiar with the communities APIAHF serves and will be prepared to immediately get to work in overseeing the organization's fledgling fundraising apparatus. The Manager will work well independently and as part of a team, with experience working with senior leaders on how to best position themselves in front of a donor. A great communicator both internally and externally, the Manager will be equally comfortable working with APIAHF's donors and with donor data to understand and build out portfolios of potential and prospective individual and institutional donors. The ideal candidate's background will include:

## Background

- ❖ At least five years of applicable experience in non-profit development; experience working with institutional and small-dollar individual donors is preferred.
- ❖ Bachelor's degree or equivalent is required.
- ❖ Experience working with the AANHPI community and an understanding of how to be successful in this space is preferred.
- ❖ Experience working in a health and/or advocacy group is preferred.

## Knowledge and Skills

- ❖ Demonstrated understanding of the cultivation and stewardship process that leads to long-term donor relationships and expands an investor base.

- ❖ Experience with fundraising programs that have increased revenue through an expansion of the donor base, moving existing donors into higher giving brackets, and creating opportunities to engage with small-dollar donors.
- ❖ Record of stewarding relationships by listening to donors' needs and adapting a stewardship style accordingly.
- ❖ Record of partnering with senior leaders to meet revenue targets and to deepen stakeholder engagement in an organization.
- ❖ Comfort using Salesforce as a primary customer management system is preferred.

## Personal Characteristics and Work Style

- ❖ Exceptional and persuasive written, oral, interpersonal, and presentation skills with the ability to effectively interface with staff, funders, and senior-level executives.
- ❖ A sharp mind, top-notch critical thinking, and organizational capabilities; adept at quickly absorbing information from various angles while always keeping an eye on the big picture and maintaining superior attention to detail.
- ❖ High level of integrity, trust, and accountability along with excellent judgment, intuition, and common sense; the right blend of professional confidence and a keen sense of diplomacy.
- ❖ Collaborative, team-oriented work style with self-motivation and drive to get the job done with little supervision.



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To apply, please visit:

<https://driwaterstonehc.com/position/development-manager-2/>

All first-round interviews for this position will take place via video chat with Development Resources, *inc.*

DRi is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

APIAHF is an Equal Opportunity Employer and is seeking a diverse slate of candidates for formal consideration.



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