

## **CHINESE NEWCOMERS SERVICE CENTER (CNSC)**

### **Fund Development Director**

CNSC is seeking a Fund Development Director with proven fundraising, organizational and leadership skills. The Fund Development Director must have a minimum of three-year experience in a related field, and will report to the Executive Director.

#### **AGENCY BACKGROUND:**

Chinese Newcomers Service Center is a volunteer-led organization dedicated to providing underserved communities with social, economic, workforce, and business services to transform their lives. We are a public benefit organization incorporated in 1969 to serve the needs of new Chinese immigrants and people in poverty.

#### **MAJOR RESPONSIBILITIES**

##### **Fundraising and Public Relations**

- Expand support from donors and volunteers of CNSC. Oversee budgetary operations based on donations of funds, grants, annual appeals, goods and services that support CNSC's mission.
- Develop and oversee funding projects to obtain support from government agencies, individuals, foundations and businesses; which includes creating proposals, preparing grant applications, broaden community involvement, increase media exposure, and organize fundraising gala.
- Coordinate special events – annual gala, food drive and others as appropriate.
- Maintain website to update our constituents as to CNSC's latest programs and services.
- Create media advisory and maintain relationship with the media for exposure of CNSC.
- Develop newsletters and marketing program strategies to provide report to engage donors and supporters.

##### **B. Compliance with Laws, Regulations, Policies, and Guidelines**

- Understand and oversee operational compliance with current federal, state, county, and local laws, regulations, and guidelines regarding gift receipts for public charity.
- Oversee record keeping practices for donor and funders data base.

## **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The successful candidate for this role will have 3+ years of experience in a fund development role. A Bachelor's degree is preferred. Individual must be self-motivated and capable of working independently, with strong abilities to multi-task and prioritize. Must have strong oral and written communication skills - bilingual in English/Cantonese or Mandarin is required. This role requires high proficiency with Microsoft Office, including Outlook, Word, Publisher, Excel and PowerPoint. Experience branding on social media, organization website, Facebook and LinkedIn highly preferable. The successful candidate for this role will be someone who is assertive, highly motivated, be able to solicit for new funding, flexible, and enjoys working people.

**COMPENSATIONS:** Compensations shall commensurate with ability and experience of candidate and shall be negotiable.

To apply, please email your resume and cover letter in pdf format with the subject line: ED Position to the Personnel Committee at [xsf1206@gmail.com](mailto:xsf1206@gmail.com).