



Chinese Historical Society of America

Communications & Development Associate position

Full time 40 hours/week, non-exempt position

Reports to: Deputy Director

Communications & Development Associate

Full-Time Position

ABOUT CHINESE HISTORICAL SOCIETY OF AMERICA

Chinese Historical Society of America Museum is dedicated to the interpretation, promotion, and preservation of the social, cultural and political history and contributions of the Chinese in America.

POSITION DESCRIPTION

CHSA is currently seeking a qualified professional to fill the position of Development Associate. The Development Associate acts to support teamwork, open communication, trust, and respect among peers while actively supporting fundraising activities of the organization. This is a full-time position that requires weekend (Saturday and/or Sunday) and some evening work.

Responsibilities

- Works with management to implement the strategic plan on fundraising.
- Collaborates with management to evaluate ongoing priorities, assess effectiveness and opportunities to build support.
- Support fundraising strategies, including research, prospect identification, solicitation, cultivation, and stewardship to achieve fundraising goals.
- Execute promotions of CHSA events.
- Draft and send press releases to our press lists, draft and share short PSAs to media outlets
- Other duties as assigned.

Donor Management & Stewardship

- Supports maintaining member and donor portfolio and stewardships: create and update renewal and thank you letter follow ups with timely information, update donor management database
- Drafts and proofs donor related materials for campaign updates, fundraising events, and other donor communications
- Reports on fundraising results, evaluates, makes recommendations, and implements fundraising plan to increase donations
- Collaborates with programs team to steward and cultivate donors
- Plan and organize logistics for events

Business and Corporate Development

- Support the annual business plan and corporate sponsorship strategy, collaborating with programs team on priorities and opportunities
- Identifies, cultivates, and prepares proposals for prospects
- Identifies corporations and local businesses and solicits support
- Increases earned revenues through implementation of business plan in collaboration with programs

QUALIFICATIONS

- Bachelor's degree in related area and/or equivalent experience/training
- Minimum 2 years in development or membership position in nonprofit setting
- Excellent written, oral communication and interpersonal skills
- Ability to establish and maintain effective working relationships with stakeholders and outside constituencies
- Good organizational, analytical, and critical thinking skills
- Ability to maintain confidentiality
- Ability to prioritize tasks, working toward shared common goals
- Availability to travel and to work evenings and/or weekends for events
- Ability to work weekends and some evening hours
- Experience in nonprofit setting, arts and culture organizations a plus
- Able to work both independently and collaboratively.
- Creative and enthusiastic self-starter with excellent follow-through on projects and assignments.
- Knowledge of MS Office, Google Apps for Work.
- Chinese American history expertise not required, but interest in the Museum's content and educational mission is
- Highly preferred: Bilingual in Chinese (Cantonese and/or Mandarin).
- Graphic design, podcast and/or YouTube production skills a plus.

HOW TO APPLY

Please send your cover letter, resume and 2 writing samples to Pam Wong, Deputy Director. This letter should include your interest, qualifications, availability for full-time or part time, and salary preferences for the position. PDF files only. No postal deliveries or phone calls, please.

Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Heavy usage of computers and phones required.

CHSA is an equal opportunity employer and does not tolerate unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.