



Position: Development Director
Reports to: Executive Director
Location: 965 Clay St. San Francisco, CA 94108
Role Type: Regular full-time, exempt, benefits

Mission:

The Chinese Historical Society of America collects, preserves, and illuminates the history of Chinese in America by serving as a center for research, scholarship and learning to inspire a greater appreciation for, and knowledge of, their collective experience through exhibitions, public programs, and any other means for reaching the widest audience.

Who we are:

When founded in 1963, there were fewer than 250,000 people of Chinese descent living in the US and CHSA was a lone voice for the study and dissemination of the history of this segment of the US population. Today, as the number of Chinese in the US has risen to nearly 5 million, CHSA strives to be a responsible steward of the remarkable narrative of this rapidly growing and increasingly visible community.

What we do:

CHSA promotes the contributions and legacy of the Chinese in America through its exhibitions, publications, and educational and public programs in the Museum and Learning Center. We are housed in the landmark Julia Morgan-designed Chinatown YWCA building at 965 Clay Street, San Francisco.

We offer tours of the Museum and the surrounding Chinatown community. We have extended our reach with online content and online exhibits through our main portal chsa.org, sharing information, news and photographs through social media. We have also opened our doors to collaborations with others who want to share their stories and experiences through film screenings, book readings, presentations, workshops, panel discussions and so much more. We currently have an opening for a Development Director.

We seek a skilled Development Director to cultivate and steward philanthropic and volunteer support for the museum to increase growth and stability over time. Working closely with the Executive Director, the Development Director will plan, organize, and direct all fundraising activities, including major giving, annual giving campaigns, sponsorship funding, planned giving, special events, grant writing, and capital campaigns. We welcome candidates with a successful track record in this role, a dedication to Chinese Americans past and future, and an insatiable desire to engage people to actively support what they love. The Development Director will report to and work closely with the Executive Director, which requires daily onsite collaboration and meeting with donors.

This is not a remote position.

Duties and Responsibilities:

- Direct the strategic identification, cultivation, and solicitation of donor prospects and implement effective fundraising strategies for giving.
- Responsible for fundraising with special emphasis on large donors, corporate and foundation grants, and sponsorships. This includes developing new donor prospects and designing and implementing donor cultivation plans effectively.
- Assist in management, optimization and reporting from donor database to effectively support donor cultivation. This includes regularly updating the donor database.
- Direct collection and compilation of data to craft compelling narratives to enroll major foundations and individual donors, and to support initiatives on behalf of our community
- Develop revenue streams. Create and manage revenue projections and expense budget; track and report on progress toward goal to ED and Board including contracts, gifts and pledges.
- In collaboration with the ED, develop and lead fundraising campaigns, including gala planning and execution, and annual campaigns.
- Cultivate meaningful relationships with individual and corporate donors and other key stakeholders in the community.
- Work collaboratively with staff leadership, board members, and the Advancement team to direct the strategic identification, cultivation, and solicitation of donor prospects and implement effective fundraising strategies for giving.
- Set weekly and monthly donor contact goals (calls and visits), and achieve annual goals for substantive contacts, independently and with board members, to identify, cultivate, solicit and steward donors.
- Oversee membership related campaigns, set goals for membership programs and work with staff to maintain new member recruitment and retention workflow systems.
- Attendance at museum-sponsored events may be required.
- Other duties as assigned by the Executive Director or Board.
- Maximize social media fundraising opportunities and collaborate with the marketing manager.
- Own and manage all grant writing and research.

The ideal candidate will have the following qualifications:

- 8 years of successful fundraising experience to include major donors, foundation and corporate support, planned giving, memberships, events and non-traditional sources with a minimum of \$1 million of funds raised annually.
- Extensive knowledge of fundraising strategies and principles. Knowledge of tax planning principles and techniques that favor charitable giving.
- Previous experience creating and implementing fundraising plans. Proven ability to use analytics and metrics to evaluate effectiveness and measure performance across a

variety of fundraising techniques (major gifts, corporate & foundation relations, events, planned giving, etc.).

- Proficiency with Salesforce or a similar CRM or donor database plus a strong competency with MS Office software, Salesforce and google suite.
- Exceptional written and verbal communication skills. Ability to be articulate, creative, and strategic in presenting a compelling case for support. Ability to communicate ideas with enthusiasm to donors and to effectively match the interests of donors to museum needs.
- Experience working with Board members to cultivate and steward donors and secure significant gifts.
- Demonstrated skills initiating and managing projects, working independently, and meeting deadlines.
- Persistence, persuasiveness, perseverance and a good sense of humor.

Compensation:

\$110,000 - \$115,000/annual

Location of role:

965 Clay Street
San Francisco, CA 94108

****Please send cover letter, resume and salary expectations to sufiyan.patel@chsa.org include CHSA Development Director in subject line CHSA is an equal opportunity employer.**

All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.