



Japanese Cultural and Community Center of Northern California

1840 Sutter Street, San Francisco, CA 94115 ~ (415) 567-5505

info@jcccnc.org ~ www.jcccnc.org

JOB DESCRIPTION

Title: Development Manager
Hours: 9:00 AM – 5:30 PM (M-F)
Salary: Commensurate on Experience (FTE) (Benefits)

INTRODUCTION

The Japanese Cultural and Community Center of Northern California (JCCCNC) is a nationally recognized community based California nonprofit organization located in San Francisco's Japantown. The goal of the JCCCNC is 1) to preserve, promote, educate and share the Japanese/Japanese American cultural heritage; 2) to preserve the community's history, stories and legacy; 3) to develop and implement exchange programs between the Japanese American community and Japan; 4) to advocate, organize and empower the Japantown and the Japanese American community to address concerns and relevant issues; and 5) to address the most pressing, changing and emerging needs of the Japanese American community.

The nonprofit Center's main building opened in May 1986. It includes conference rooms, a full commercial kitchen, a community/social hall and offices which house a number of community non-profit organizations. The Community Hall/Gymnasium addition was completed in 1990 and includes a high-school regulation-size gymnasium which has multipurpose usage for traditional Japanese and modern performing/cultural arts, social/recreational activities and large-scale community events. The first floor currently houses an exhibit gallery, community arts room, ceramics room and the Japanese American Historical Archives.

RESPONSIBILITIES

Reporting to the Director of Development and Communications, the Development Manager will support and manage projects/events to fulfil the mission and long-term vision of the JCCCNC primarily focusing on the goals of the Fund Development Department. The Development Manager is responsible for managing and successfully implementing annual fundraising projects, which include two auctions, a raffle and a sweepstakes drawing, utilizing the Blackbaud Altru database to coordinate development events and programs, and providing administrative and communications support for the Development Department.

Typical duties may include:

- Managing the data-input, analysis and reporting for donations and revenue, for the Annual Support Drives, Sweepstakes, Auction's and Raffle utilizing Blackbaud Altru.
- Managing fund development for Fall and Winter Auctions, Raffle and Sweepstakes, which includes the solicitation and procurement of auction items and prizes with a retail value of approximately \$50-60k.
- Preparing business correspondence for mail and electronic distribution, which may include:
 - Creating, reviewing and modifying correspondence and spreadsheets using Microsoft Office.
 - Creating, reviewing and printing segmented donor solicitation lists.
 - Coordinating mailings.

- Preparing supporting documents for reports, evaluations, assessments and summaries of fund development events and projects.
- Preparing and managing fiscal budgets for fund development events and projects.
- Providing administrative and logistical support for other fund development events and projects, such as the Annual Support Drives (Spring/Fall) and Annual Fundraising Event, Nikkei Open Golf Tournament and Sake Day.
- Preparing and distributing marketing and communication materials for fund development programs which includes but is not limited to designing ads/flyers, writing content for marketing purposes (newsletters, press releases, website and social media).
- Performing multifaceted general office support, which includes but is not limited to printing, copying, mailing, filing, data-entry and coordinating meetings as directed.
- Providing support for interns and volunteers.
- Other duties as assigned.

Other duties vary by assignment and include: assisting in coordination of logistics and/or planning functions with other program areas which will include support of weekend and evening programs/events; actively participating in meetings and/or making presentations; assisting in the preparation of mailing lists, management reports and supporting documentation; performing a variety of research and reporting functions; and participating in annual staff retreats.

QUALIFICATIONS/SKILLS

- Possession of a baccalaureate degree from an accredited college or university with two years of experience in administrative support; coursework in public or business administration, accounting, finance, economics, social sciences, education, or a field closely related to non-profit/community organization functions.
- Minimum two years of experience in fund development, planning and implementation.
- Proficiency in database/customer relationship management systems preferred.
- Excellent organizational, verbal and written communications skills.
- Motivated to succeed in a team environment and ability to work within an intergenerational community.
- Proficiency with various computer and web applications, including Microsoft Office (Word, Excel, Outlook, PowerPoint), google drive, dropbox.
- Proficiency in English (usage and grammar) and mathematics.
- Ability to multi-task, work in a fast-paced, ever changing environment with a commitment to organization and details.
- Ability to successfully prioritize and accomplish tasks efficiently and on schedule.
- Ability to work some evenings and weekends.
- Possession of a valid California Driver's License.
- Experience in a non-profit organization in event planning, community relations, or equivalent business experience highly desirable.
- Experience and background with the Japanese American community a plus.

BENEFITS

Full medical, dental and vision benefit coverage and 403b matching benefit plan following the successful completion of a 90 to 120 day evaluation period.

TO APPLY

Interested qualified applicants should submit a cover letter and resume to:

Aya Ino, Director of Development and Communications at aino@jcccnc.org

- Subject: Development Manager
- Please include where you found this posting

The JCCCNC is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.