

APIAHF

ASIAN & PACIFIC ISLANDER
AMERICAN HEALTH FORUM

Development Associate / Senior Associate
Remote Position

EXECUTIVE SEARCH PROFILE



OVERVIEW

Headquartered in San Francisco 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

Achieving health equity for Asian American, Native Hawaiian, and Pacific Islander communities through law, policy, and practice.

VISION STATEMENT

A healthier future for Asian Americans, Native Hawaiians, and Pacific Islanders, inspired and driven by community.

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Asian & Pacific Islander American Health Forum (APIAHF)

As a health justice non-profit organization, APIAHF is dedicated to improving the health and well-being of more than 25 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.



38

Serving 38 years of leadership, advocacy, and movement building



25M

APIAHF is a leading voice for over 25 million AAs and NHPs in the US



250+

Working with over 250 community organizations in 34 states



1M

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



THE OPPORTUNITY

The **Development Associate / Senior Associate** is responsible for supporting APIAHF's fundraising efforts including campaigns, individual giving, special events, foundation grants, and corporate sponsorships. They are responsible for prospect research, tracking and managing donations from various sources, supporting the planning and execution of fundraising events, and maintaining and reporting on donor data. The Development Associate / Senior Associate also assists with developing fundraising collateral, contributing APIAHF's social media presence, and helping to draft and/or review other written materials.

Responsibilities

- ❖ Coordinate tracking of deadlines and review process to ensure on-time delivery and accuracy of funder reports and corporate sponsorship deliverables and renewals, including corporate membership in the Business Leadership Counsel.
- ❖ Maintain Salesforce database records ensuring accurate and up-to-date information including gift entries, notes, contacts, and follow-ups.
- ❖ Produce Salesforce reports and dashboards, as needed.
- ❖ Generate, send, and track timely and accurate acknowledgment letters for donations.
- ❖ Communicate with the Finance Department to receive required reports, wire transfers, check scans, and reconcile monthly gift data with accounting.
- ❖ Conduct and report on prospect research for foundation, corporate, and government funding programs for which APIAHF would be eligible.
- ❖ Assist with planning and execution of donor outreach events throughout the year.
- ❖ Support the Director of Development with donor stewardship.
- ❖ Assist with developing print and digital fundraising materials, including proofreading and editing.



THE CANDIDATE

This is an ideal role for a highly organized multi-tasker who is excited to pursue a career in the healthcare sector with a focus on development or nonprofit operations. The position includes opportunities for growth. As the Development Associate / Senior Associate becomes an expert at administrative and logistical tasks, they will have the opportunity to become more involved in fundraising strategy, proposal development, and donor relationships.

Qualifications.

- ❖ 1-4 years of experience with fundraising.
- ❖ Bachelor's Degree required.
- ❖ Highly organized with acute attention to detail and accuracy.
- ❖ Excellent research, writing, and editing skills.
- ❖ Excellent written and oral communication skills.
- ❖ Ability to retrieve, analyze, and synthesize information into concise reports and donor profiles.
- ❖ Database and data entry experience required, preferred with Salesforce or a similar system.

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Applications:

Please submit your application to:

<https://driwaterstonehc.com/position/development-associate-apiahf/>

Please direct inquiries and nominations to:

BJ Davis, Senior Consultant - davis@driwaterstonehc.com

Salary Range: \$55k to \$70k

Location: Remote Position

Equal-opportunity Employer:

APIAHF is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

About DRiWaterstone:

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.