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Position: Director of Development  
Reports To: President  
FLSA Status: Exempt, Hybrid  
Location: San Francisco Bay Area strongly preferred

Working with the President, Board, Development Committee, and staff of the 1990 Institute, the Director of Development will lead and build development and fundraising capacity for the 1990 Institute. The Director of Development will identify, cultivate, and steward a portfolio of institutional and individual donors and prospects to meet the Institute's fundraising goals.

**Responsibilities:**

- In collaboration with the Board, Development Committee and staff, develop a funding portfolio that includes corporate, foundation, and individual giving
- Identify opportunities and work with committees, volunteers and staff to develop and implement fundraising activities and campaigns, including strategic special events
- Build a multiyear funding pipeline
- Identify and build list of potential foundations; lead and support cultivation and grant proposal activities to expand the number of foundations that fund the Institute's work
- Research and build a list of potential high net worth individuals who resonate with the causes of the Institute; lead and support cultivation activities that result in funding support of the Institute including legacy gifts and other creative planned giving programs
- Explore corporate and funding opportunities
- Collaborate with staff and committees to design and articulate programmatic goals and develop collateral to facilitate development activities
- Manage and utilize a CRM database to track development and engagement activities; manage the gift tracking and acknowledgement process
- Work with staff and the Marketing and Communications Committee to utilize communication tools, such as emails and annual reports, to ensure continuous engagement and high-level awareness

**Qualifications:**



- Bachelor's degree from accredited university is required. Private sector sales and marketing experience considered
- Demonstrable success in leading development efforts in a nonprofit organization, ideally one with a focus on U.S.-China relations or Asian American and Pacific Islander (AAPI) ethnic education, or has a background in U.S.-China relations and/or Asian American studies or history
- Working knowledge of all areas of development including major gifts, annual giving, planned and legacy giving, corporate and foundation giving, donor research, corporate sponsorship, campaign development, and implementation of fundraising events
- Proven record of successfully securing and renewing six-figure grants by communicating complex programmatic issues into clear and compelling narratives that align with both the 1990 Institute's mission focus and donor priorities
- Excellent oral and written communication skills and ability to listen well
- Entrepreneurial, resourceful, able to work independently, and manage multiple projects simultaneously
- Strong analytical skills and ability to understand and extract data for effective prospect research; attention to detail including tracking deadlines and deliverables
- Ability to engage diplomatically and develop personable relationships with donors, grant officers, colleagues, board members, and other stakeholders
- Skilled networker who enjoys community engagement, attending events, and participating in activities to build credibility and recognition of the 1990 Institute; flexible and adaptive working style to support of cultivation and fundraising activities while maintaining work-life balance
- Strong preference for candidates based in the San Francisco Bay Area, with flexibility to travel and meet with prospective donors

**Compensation:**

Salary range: \$90,000- \$120,000.

An attractive compensation and benefits package will be provided to the successful candidate.

**About the 1990 Institute:**

Founded 34 years ago in San Francisco, the 1990 Institute's mission is to promote the development of a constructive relationship between the U.S. and China and to champion fair



and equal treatment for Asian Americans. Since our organization's early days, working in collaboration with a network of advisors – those from prestigious academic and governmental institutions in addition to accomplished business leaders – the 1990 Institute has developed and implemented objective, non-partisan educational programming in both the U.S. and China that enables deeper cross-cultural understanding.

**How To Apply:**

To be considered for this role, please submit cover letter and resume to:  
[hire@1990institute.org](mailto:hire@1990institute.org)

With subject line: 1990 Institute Director of Development