



Position: Director of Fundraising & Donor Relations

Reports To: President

FLSA Status: Exempt

Location: Remote, with strong preference for candidates based in the San Francisco Bay Area

Working with the President, Board of Directors, Development Committee, and staff of the 1990 Institute, the qualified candidate will lead and build development and fundraising capacity for the 1990 Institute. This role requires identifying, cultivating, and actively stewarding a diverse portfolio of institutional and individual donors and prospects to meet the Institute's short and long-term fundraising goals.

Primary Responsibilities:

- In collaboration with the Board, Development Committee and staff, develop a multi-year funding pipeline and 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
- Research and build a comprehensive database of 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
- 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 donor engagement and awareness

Secondary Responsibilities:

- Work with the Board and Development Committee to identify relevant new foundations and support ongoing grant proposal activities to expand the number of foundations that fund the Institute's work
- Collaborate with 1990 staff and committees to design and articulate programmatic goals and develop collateral to facilitate development activities

Qualifications and Desired Characteristics:

- Bachelor's degree from accredited university required.
- 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. Private sector sales and marketing experience will also be considered.

- 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.
- Track 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 approach, resourcefulness, ability to work independently and manage multiple projects simultaneously, flexible and adaptive working style.
- 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 strong and personable relationships with donors, grant officers, colleagues, board members, and other stakeholders.
- Skilled networker who enjoys community engagement, attending events, and participating in fundraising activities that build credibility for and recognition of the 1990 Institute.
- 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 35 years ago in San Francisco, the 1990 Institute is a 501(c)(3) nonprofit organization with a mission to promote constructive engagement between the U.S. and China, and to champion fair and equal treatment for Asian Americans. Since its early days, the 1990 Institute has partnered with leading universities, governmental institutions, and business leaders to enable the development of objective, non-partisan educational programming in both the U.S. and China. In more recent years, the organization has expanded its focus to support the teaching of AAPI history and modern China in U.S. secondary schools, through teachers' workshops and curriculum development.

How To Apply:

To be considered for this role, please submit cover letter and resume to: [hiring@1990institute.org](mailto: hiring@1990institute.org), with subject line: "1990 Institute – Director of Fundraising & Donor Relations"