



## Resource Development Coordinator

The ideal Resource Development Coordinator candidate will be a self-starter who is: comfortable in a close-knit team-oriented setting, open to self-examination, and willing to learn on the job. The Resource Development Coordinator is responsible for assisting with fundraising efforts, stakeholder communication, and other projects as directed by the department director and manager.

### **Responsibilities:**

#### **Grant Writing (80%)**

1. Write, edit and complete new and renewal grant proposals, reports, inquiry letters, and other fundraising communications;
2. Research and identify prospective donors, including foundations, corporations, individuals, and government funding programs;
3. Maintain detailed fund development records, including monitoring critical delivery and reporting dates;

#### **Communications (10%)**

1. Write, edit and distribute monthly newsletter
2. Do regular program updates and email blasts to organization distribution list

#### **Special Projects (10%)**

1. As directed by the department director and manager.

### **Qualifications:**

1. MA and 3-4 years of grantwriting experience or equivalent preferred
2. Excellent written communication skills
3. Demonstrated ability to meet deadlines
4. Strong command of Microsoft Office applications, and experience with fundraising database a plus
5. Precise project management skills
6. Excellent oral and written communication skills
7. Ability and willingness to work evenings and weekends
8. Ability to work cooperatively with diverse staff with excellent sense of humor and positive attitude
9. Demonstrated ability to prioritize and handle multiple, complex tasks

**Compensation:** Salary \$47k. Excellent health benefits with paid vacation, holidays, sick days, and personal days. Pre-tax deduction for retirement and Metrocard.

Interested candidates should send a résumé, 4-5 page writing sample, and cover letter with salary history and requirements via fax 212-979-8386 or email [human\\_resources@aafe.org](mailto:human_resources@aafe.org). For further information about AAFE, please visit our website at [www.aafe.org](http://www.aafe.org).

**\*NO PHONE CALLS PLEASE. ONLY THOSE OFFERED INTERVIEWS WILL BE CONTACTED.**

### **AAFE and its affiliates are Equal Opportunity Employers**

Asian Americans for Equality (AAFE) is a 35-year-old community-based, non-profit organization established to advocate for equal opportunities for all, with offices in Chinatown/Lower East Side of Manhattan and Queens. Our programs and services include affordable housing development, homeownership counseling, immigration services, housing rights and entitlement service counseling, civil rights advocacy, and economic development.