



Director of Development

About the Koreatown Immigrant Workers Alliance (KIWA)

Founded in 1992, the mission of KIWA (Koreatown Immigrant Workers Alliance) is to build the power of immigrant workers and residents, and to organize a progressive grassroots leadership to transform our workplaces and communities, in Koreatown, in Los Angeles, in California, and beyond. We are a multi-racial, multi-industry worker center with a base of primarily Latinx and Korean immigrant workers and families. KIWA integrates organizing, policy and workplace campaigns, leadership development, cultural resistance, affordable-housing development, services, and voter engagement.

About the Position

KIWA is in an exciting period of growth and seeks a talented, experienced professional with a strong and diversified track record in development and a deep commitment to social-justice fundraising. This is a senior staff position at KIWA. The Director of Development will lead KIWA's fundraising to ensure our continued growth and stability, working closely with the Executive Director, who also actively fundraises. You will also participate in strategic planning for our growing organization and exciting work. We seek someone who is both passionate and analytical, someone whose heart is in the movement, who is committed to building the collective power of workers in low-wage industries and low-income residents in California. We are also seeking someone with the top-notch writing and in-person communications skills and project management experience to do this work effectively. You will work with a fantastic team of coworkers, inspiring member leaders, and a dedicated board.

Essential duties

- Create a diversified resource development plan with clear objectives in partnership with the ED and in alignment with our strategic plan;
- Lead and implement a range of development strategies including institutional (foundations and government contracts) and grassroots fundraising;
- Impeccable administration of grants, contracts, and reports;
- Supervise development associate and development interns (if any);
- Serve as strategy partner to ED;
- Attend staff and political ed meetings;
- Share the management of our space;
- Contribute to other KIWA projects and activities (just as other staff are expected to contribute to development activities);
- Serve on KIWA's Management Team or participate in relevant MT discussions.

The Director of Development will conduct their work with the active partnership of the ED, the

assistance of a development associate (currently part-time), and to some extent, the participation of other staff and the board. KIWA also has several earned-income strategies as well as a membership dues system that the Director of Development will support but is not expected to lead.

Required Qualifications

- 5+ years full-time experience (or equivalent) in nonprofit fundraising, in both institutional and grassroots fundraising;
- Ability to plan a comprehensive, diversified organizational fundraising strategy: you will be working with the ED and board but you must know how to lead this process;
- Demonstrated track record in diversified fundraising;
- Demonstrated ability to fundraise for social justice;
- Experience with development projections, tracking, and grants and contract administration;
- Extraordinary interpersonal skills: Able to build trust, credibility, and goodwill with a wide range of audiences, including individual supporters, institutional funding partners, board members, staff, members, and allies;
- Ability to work independently and as part of a team in both leadership and support roles;
- Superb writing skills.

Desired qualifications

- Experience fundraising for social-justice **organizing**;
- Supervision experience;
- Worker center, labor movement, racial justice, immigrants' rights background (paid or volunteer);
- Organizing, policy, or other issue expertise in one or more of KIWA's program areas;
- Experience applying for, winning, and administering government contracts;
- Spanish and/or Korean language fluency

Salary and Benefits

Salary range: \$60,000-\$70,000 depending on directly relevant experience. Benefits include employee healthcare, accrues two paid leave days per month, fifteen paid holidays, cell-phone subsidy if phone is used for work. Position is full-time, exempt.

To Apply

Applications accepted immediately and on a rolling basis. Please send your resume, a list of three references, and a detailed cover letter to jobs@kiwa.org. Only applicants who send complete applications to jobs@kiwa.org will be considered. We project to fill this position by late summer or early fall. However, KIWA may elect to extend or cancel the search.

KIWA is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. KIWA does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, or disability.