



## **Asian American Resource Workshop**

33 Harrison Ave. 5th floor, Boston, MA 02111  
(617) 426-5313 || [www.aarw.org](http://www.aarw.org) || [info@aarw.org](mailto:info@aarw.org)

### **Position Announcement**

#### **Part-Time Development and Program Manager**

The Asian American Resource Workshop, a member-based social justice organization focused on the issues of the Asian Pacific Islander (API) community is seeking qualified candidates for its Development and Program Manager position. This position is part-time with a possibility of increasing to full-time in 6 months-1 year.

#### **Job Description:**

The Development and Program Manager plays a critical role in all aspects of AARW's operations. This individual works closely with the Board, staff, and volunteer base to ensure resources to achieve the mission and deliver the following projects:

- *Activist Training Institute*: A collaborative project training young adults in social justice leadership.
- *The Sticky Rice Project: Uniting Asian Americans Through Antiracist Education* workshop utilizing experiences and perspectives of Asian Americans to build a systemic understanding of institutionalized and internalized racism, power and privilege, and other important concepts in understanding racism.
- Boston Asian American Film and Video Festival showcasing contemporary API work.
- Collaborations supporting artists, activists, and other individuals active in API social justice issues.
- Publications such as a monthly Calendar of political and cultural events in the greater Boston API community, and a quarterly Newsletter.

#### **Responsibilities:**

1. Leadership/Programming: Working collaboratively with the Board and staff, the Development and Program Manager determines priorities and goals and develops projects and programs to fulfill the mission.
2. Fundraising: This position leads fundraising activities (including preparation of grant proposals and solicitation of major gifts), works with collaborative workplace-solicitation initiative, cultivates affiliations with foundations, corporations and other donors, and coordinates our annual fundraising banquet.

3. Management: This position is responsible for overall finance, program, facility, and personnel/volunteer management.
4. Community Representation: This position represents AARW to the public at large. S/he stays informed of local and national issues affecting APIs and advocates for these issues as necessary.

**Qualifications:**

1. Must have the ability to raise funds through grant writing, individual fundraising, and events.
2. Ability to initiate, take leadership roles and delegate
3. Familiarity with current API issues and history and Massachusetts based Asian American communities
4. Excellent written, oral, and communication skills
5. Ability to prepare and present budgets
6. Experience with Microsoft Office, FileMaker Pro, and the internet. Technology skills a plus
7. Two to five years experience in nonprofit or community organization setting preferred.

Please email resumes and cover letters to: [info@aarw.org](mailto:info@aarw.org) - Attn: Search Committee.

Deadline: Open Until Filled. No phone calls please.