

Association of Chinese Americans, Inc.

Job Posting: Development & Communications Associate

The Association of Chinese Americans, Inc. (ACA) is a 501(c)(3) non-profit organization established in 1972. It is a founding chapter of the Organization of Chinese Americans (OCA), which currently has over 100 chapters and affiliates across the United States. In its 45 years of existence, ACA strives to promote the general welfare of Chinese Americans and the Asian Pacific American community by supporting youth education, enhancing the lives of older adults and adults with disabilities, and reducing health disparities.

Job Title: Development and Communications Associate

Location: Detroit and Madison Heights, MI

Job Description:

- Work closely with the Executive Director to execute funding development goals, programs, and plan.
- Produce status and projection reports of the program implementation process to provide accurate account of progress.
- Assist the Executive Director in preparing funding requests for grants and corporate sponsorships.
- Assist with special events including annual fundraising events.
- Assist with advertising and marketing, including collateral materials related to membership, sponsors, donor development, recruitment, retention, and special events.
- Assist with donor database management, donor acknowledgement activities including thank you letters, sponsor acknowledgments and other correspondence as needed.
- Coordinate production and mailings of all fund raising appeals, annual reports, and other donor correspondence.
- Write releases, blogs, articles, and social media content.
- Create collateral for programs and events including flyers and graphics.
- Manage social media accounts including Twitter, Facebook and Wechat.
- Maintain and expand a list of media contacts in the mainstream and ethnic press.
- Manage marketing efforts for fundraising and events.
- Maintain the ACA website and upload new content.
- Produce monthly e-newsletters.
- Perform other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree or above
- Strong interpersonal skills
- Excellent communication and writing skills
- English and Mandarin Chinese language skills preferred
- Willingness to learn quickly and strong performance under time pressure
- Working experience in development and communications preferred
- Team player and self-starter attitude
- High level of personal energy
- Ability to manage multiple tasks and work effectively in a fast-paced, changing environment
- Proficiency in Microsoft Suite (Word, Excel, Publisher, Power Point, Outlook)
- Experience with graphic design software, web platforms, HTML mailer, and CRM strongly preferred
- Deep understanding and passion for Asian American and Pacific Islander issues

Association of Chinese Americans, Inc.

Please submit a cover letter, resume, and two references to recruiting@acaccc.org by Monday, October 30, 2017.

ACA is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.