



5110 North Broadway, Chicago, IL 60640
Phone: (773) 728-3700
Fax: (773) 728-0497
www.hnvi.org

Development Associate Job Posting

About the Organization

Founded in 1976, The Vietnamese Association of Illinois (VAI) is a 501(c)(3) charitable organization that focuses on serving diverse communities of all ethnicities and religions, fostering unity, and promoting Vietnamese American identity.

Since its founding, VAI has served thousands of Vietnamese Americans and other ethnic communities through facilitating resettlement and citizenship, building community, seeking employment, addressing healthcare issues, raising political awareness, providing educational opportunities, addressing multigenerational issues for seniors and youth, establishing and expanding businesses, and strengthening cultural heritage. VAI's current services include adult literacy and civic education instruction, immigration and legal aid, senior in-home care, and youth programs.

About the Role

Job Title: Development Associate

Reports To: Communications and Development Manager

VAI is looking for a dynamic and committed professional eager to support the Communications and Development Manager in implementing strategies that better communicate the organization's mission, increases donor engagement, and deepens corporate support.

The Development Associate supports in diversifying fundraising and strengthening communications efforts, especially through individual giving campaigns. Together, the Associate and the Communications and Development Manager plan and execute VAI's strategies related to individual, corporate, foundation, and online giving, and also to special fundraising events. The position involves marketing and communications, giving voice to the work the organization does by developing social media content, e-communications, and educational brochures on programs and events. The Associate works collaboratively with staff, volunteers, and board leadership on organizational campaigns, events, initiatives, and special projects. This is a dynamic position with a great deal of opportunity for growth and new ideas. The successful candidate has excellent written and verbal communication skills, and has the ability to multi-task and adhere to internal and external deadlines. This position requires a team player and self-starter, who can maintain focus, perspective, calm, and attention to detail in a fast-paced, creative, and results-driven environment.

Core Responsibilities:

- Set and achieve fundraising and engagement goals to maximize philanthropic support for the organization



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- Assist in designing and executing development strategies and giving campaigns
- Cultivate and maintain relationships with donors and volunteers
- Establish and maintain donor and volunteer records and accounts
- Draft informational and marketing materials; assist in developing support materials for specific fundraising activities.
- Collaborate with staff across the organization in developing communications, marketing, and fundraising materials
- Plan and coordinate logistics of meetings and special events as needed
- Report on project statuses to the Communications and Development Manager and, as appropriate, to the CEO
- Perform other related duties and responsibilities as assigned

Job Qualifications:

- Bachelor's degree in communications, marketing, public relations, or related field
- Proficiency in programs such as Microsoft Office Suite, Adobe Photoshop, and/or Adobe Illustrator
- Some experience working with CRM platforms such as Salesforce or Blackbaud
- Ability to think and plan both strategically and concretely
- Ability to multi-task effectively, including having strong planning and organizing skills and the ability to work well under pressure
- Foreign language proficiency (especially Vietnamese) preferred

Additional Information

This is a full-time salaried position based at VAI's Chicago office. Hours may sometimes exceed 40 hours a week. Candidate must have the ability and willingness to occasionally work irregular hours including evenings and weekends to attend meetings, trainings, and events.

How to Apply

Please submit your cover letter, resume, writing sample, and (optional) design portfolio to Emily Sun, Communications and Development Manager, at emily.sun@hnvi.org with "Development Associate – [Insert Your Name]" as the email subject line.

VAI is proud to be an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.