**Development Manager**

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage county. Our mission is to foster unity and solidarity among Vietnamese people in Illinois. VAI has assisted in the resettlement of families, to apply for citizenship, build community, and increase civic engagement.

In that spirit, the Development Manager will implement strategies to expand corporate and foundation support, increase donor engagement, and diversify fundraising through effective community relationship building.

**RESPONSIBILITIES:**

* Develop and implement fundraising strategies to support current programs and special events;
* Lead fundraising efforts and main lead on organizing fundraising events throughout the year;
* Strengthen relationships with funders and community partners through effective communication;
* Manage current grants and write reports to foundations and corporate partners and prospects;
* Oversee individual giving and develop outreach strategy, as well as identifying opportunities for fundraising efforts throughout the organization;
* Support organizational evaluation efforts by helping to update assessment tools and analyze data and outcomes;
* Manage database of supporters with current contact information, biographies, giving histories, and meeting notes.

**QUALIFICATION:**

* Excellent writing and communication skills with grant writing and management;
* Experience with fundraising events, donor solicitation, and cultivation strategies;
* Excellent analytical, organizational, and project management skills;
* Experience working in professional settings with diverse groups of people;
* Ability to use effective, engaging, and persuasive speech and writing in instruction, presentations, meetings, and site visits;
* Strong skills with Microsoft Office and experience working with Salesforce;
* Minimum 3 years of broad experience in development and a success in fundraising;
* Bachelor’s degree preferred;
* *Strongly preferred*: Proficiency in English and Vietnamese (oral and written).

**Job Type:** Full-time salaried position with benefits package.

If interested, please submit a cover letter, writing sample, resume, and three references to InfoVAI@hnvi.org with “Development Manager Candidate” in the email subject line.

*VAI is 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.*