



Asian Women's Shelter
3543 18th St., #19
San Francisco, CA 94110

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Website: www.sfaws.org

ASIAN WOMEN'S SHELTER
JOB ANNOUNCEMENT: COMMUNITY RESOURCE COORDINATOR (CRC)
March 2016

HOURS: 40 hours/week

SALARY/BENEFITS: Commensurate with experience. Full health, dental, and life insurance

DEADLINE: March 31, 2016

Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and human trafficking and promoting the social, economic and political self-determination of women. AWS provides comprehensive programs and services in over forty languages through its Direct Service (DS) programs, including a 24-hour shelter program and crisis line, Language Access Program, and Queer Asian Women and Transgender Support Program. AWS's Community Building (CB) programs change values, practices, systems and policies through grassroots mobilization, systems reform, and inter-organizational community and capacity building. Support of Communities and Services (SOCS) programs empower community members and engage them in AWS as trained volunteers and multi-lingual, multi-cultural advocates and agents for change.

AWS upholds all program areas with an organizational foundation comprised of 1) dedicated board, staff, volunteers, on-call language advocates and community members; 2) sound fiscal, personnel and administrative management; and 3) organizational strategic planning, evaluation and enhancement of programs and staff, shared leadership development, anti-oppression framework, movement-building and community partnerships, and commitment to personal and organizational integrity. More information can be found at www.sfaws.org.

The Community Resource Coordinator (CRC) is responsible for leading and overseeing the grant-seeking process for government and foundation funding. Responsibilities include grant research, letters of intent and proposal writing, assistance with creating budgets, follow-up communication with funders, contract management, project coordination with partnering agencies, and support for program reporting. In addition, the CRC works closely with the Executive Director to cultivate and maintain strong relationships with funders and community-based collaborations, represents AWS at legislative and budget hearings, and works with the entire staff to assess organizational needs and secure resources that meet those needs.

Essential Duties and Responsibilities

Grant Writing

- As a member of the Grants, Reporting and Finance and Fund Development (GRAFF) team, participate in the creation of an annual fund development plan to meet agency annual budget needs (currently approximately \$2 million)

- Research government and foundation funding appropriate to AWS activities to ensure that fund development process is program-driven and matches the mission, philosophy, and program goals of the organization
- Foster positive, active relationships with current and potential funders, supported by the Executive Director
- With appropriate support from the Executive Director and the Finance Department, write all government and foundation letters of intent and grant proposals
- Attend legislative and budget hearings in San Francisco and Sacramento to provide policy and funding advocacy; coordinate staff and clients to attend and provide testimony, as appropriate
- Coordinate and update all necessary documentation for grant applications and grant files, and prepare documents for annual audit.

Fund Development Coordination

- Regularly review current and future budget and financial statements with Finance Coordinator and Finance Team in order to match fund development plan with ongoing overall budget needs and goals
- Maintain communication and collaboration with AWS program staff to collect adequate information on current and future program needs and update staff; involve staff in agency fund development planning
- Support preparation and implementation of the annual audit

General Shelter Support & Program Development

- Participate in and contribute to staff retreats, staff meetings, trainings, and program/organizational development
- Take a regular shift in staff rotation of crisis line and emergency coverage
- Provide a welcoming and supportive environment for shelter residents and participate in shelter activities
- Share office duties and general maintenance of office and shelter space

Qualifications:

Required Skills And/Or Experience

- Bachelor's Degree in Social Science, Social Work, or related field, with 3 or more years of grant writing experience with government and private funders; significant grant-writing experience may be substituted for degree.
- Demonstrated success in non-profit grant writing and funder relationship building
- Demonstrated success in building and sustaining meaningful community partnerships and collaborations
- Knowledge of and sensitivity to issues of domestic/relationship violence and special awareness of such violence in immigrant communities and LGBTQ communities
- Knowledge of and sensitivity to diversity across Asian communities and ability to work with and communicate with individuals from diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, education, immigration status, etc.) and create a relationship of trust and support
- Ability to work as a member of a team and effectively contribute to shared organizational and program goals. Key skills are a cooperative work style and the capacity to appreciate co-workers and build good working relationships
- Proficiency in Microsoft Office Platforms, including Word, Excel, and PowerPoint; MacIntosh environment preferred
- Availability to work occasional weekends
- Bilingual/bicultural preferred

- Possession of valid California Drivers License preferred; if licensed, must have clean driving record sufficient to insurance companies standards and able to drive personal or agency car.

Special ADA Requirements

Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions.
- The work environment includes settings of the shelter home, community places and office environments. The noise level in these settings is moderate.
- Both standing and sitting are required, with at least one or more hour each day of the job time is spent sitting and using a computer keyboard
- Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
- Ability and valid California driver's license to drive personal or AWS auto to provide services and to travel to other sites for meetings, conferences, etc. is preferred.

To Be Considered: Please send a resume and a cover letter to CRCsearch@sfaws.org
Please write "CRC Application- [Your Last Name]" in subject line.
No phone calls, please.

Asian Women's Shelter is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex, gender identity, marital status, sexual orientation, medical condition, or disability and denial of family medical leave and pregnancy leave.

This search is being conducted by Asian Women's Shelter.