

# Chief Development Officer

**National Asian Pacific American Women's Forum**

**Remote**

**Salary: \$180,000 – \$230,800**

### The Organization

Founded in 1996 by 100 Asian American and Pacific Islander (AAPI) women, NAPAWF (National Asian Pacific American Women's Forum) is the only organization dedicated to empowering AAPI women and girls and gender non-conforming folks to impact policy and drive systemic change in the U.S. NAPAWF is building a movement for social, political, and structural change by building a multilingual, multigenerational membership that encompasses the diversity of the AAPI community.

Employing a reproductive justice framework, NAPAWF uses organizing, advocacy, and communications strategies to assert full agency over our lives, our families, and our communities. The organization also stands in solidarity with other women of color facing oppression and marginalization. NAPAWF focuses on three core issues employing an intersectional approach that holistically centers the experiences and stories of AAPI women and girls:

- Reproductive Rights and Health
- Economic Justice
- Immigration and Racial Justice

### The Position

The search is underway at a key inflection point for NAPAWF. The mission to build a national, progressive, multi-issue movement is succeeding. In recent years, we have grown by every measure - visibility, influence, funding, programs, partners, and overall support.

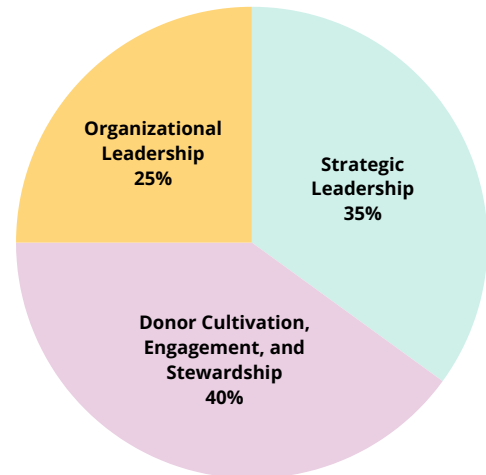
Our Executive Director (ED) has led us from our startup phase to this moment, overseeing day-to-day management while also balancing her role as the chief strategist and public face of the organization. Her focus now is on growth and expanding her public and strategic role. To that end, she is looking to partner with an accomplished development professional.

The CDO will lead the strategy and execution of an integrated development program to support NAPAWF's mission and long-term sustainability. This includes stewarding and expanding a robust foundation portfolio while diversifying revenue streams through individual giving, major gifts, corporate partnerships, and digital campaigns. The CDO will be responsible for significantly strengthening the individual giving program and building, hiring, and overseeing a high-performing mission-aligned development team. This person will join with our ED, Chief Program Officer (CPO), and Chief Operating Officer (COO) to champion our work to an expanding array of supporters. This role is ideal for a collaborative, visionary development leader who can pair big picture thinking with practical systems and strategies.

Reporting directly to the ED, the CDO will be a core member of the executive leadership team, working in close partnership with the ED, CPO, and COO to sustain NAPAWF's growth, strengthen performance, refine communications and programmatic strategies, and fortify a collaborative, mission-driven culture. The ideal candidate is a visionary leader with deep experience in individual giving, institutional fundraising, donor engagement, and team leadership. This is a unique opportunity to join a thriving organization committed to building power with AAPI women and girls through movement-building, narrative change, and strategic partnerships.

### Strategic Leadership

- Design and lead a multi-year development strategy that drives revenue growth across diverse streams—including foundations, major donors, corporate partnerships, government funding, and digital campaigns—with a particular focus on strengthening and expanding the individual giving program.
- Partner with the Executive Director and Board of Directors to set ambitious yet achievable fundraising goals, leveraging their leadership to deepen donor relationships, secure transformational gifts, and elevate NAPAWF's visibility nationally.
- Build and manage a high-performing development team, adding at least two new roles in the first year, and establishing a collaborative, data-informed, and equity-driven culture focused on shared goals and professional growth.
- Oversee the integration of development, marketing, and communications, aligning messaging and campaigns to strengthen brand identity, expand donor engagement, and elevate the voices and experiences of AANHPI women and girls.
- Monitor trends in philanthropy and public funding identifying new opportunities and proactively positioning NAPAWF for sustained growth through strategic planning, scenario modeling, and regular performance analysis.



### Donor Cultivation, Engagement, and Stewardship

- Serve as a dynamic front-line fundraiser, managing a portfolio of major donors and prospects with the capacity to make transformational gifts, and personally leading cultivation, solicitation, and stewardship efforts.
- Build a sustainable individual giving program by implementing systems for donor segmentation, pipeline development, personalized stewardship, and recurring giving opportunities.
- Partner with the Executive Director to design and execute high-impact donor experiences—including briefings, events, and relationship-building moments—that deepen connection to NAPAWF's mission and work.
- Oversee the donor database (CRM) ensuring data integrity, timely reporting, and insights that drive smarter, more strategic fundraising efforts.
- Elevate storytelling and donor communications that authentically reflect the lived experiences of AANHPI women and gender-expansive people, and that connect donors emotionally and intellectually to the mission.

## ROLE OVERVIEW (cont.)

### Organizational Leadership

- Serve as a key member of the executive leadership team, contributing to organizational strategy, budget development, and cross-functional decision-making.
- Collaborate closely with the CPO, COO, and program leaders to ensure fundraising efforts align with organizational priorities, capacity, and impact goals.
- Model and foster a collaborative, inclusive leadership approach that supports staff development, shared accountability, and a positive, values-aligned work culture.
- Develop and track annual development department goals and metrics, using data and feedback to refine approaches, report progress, and support continuous improvement.
- Represent NAPAWF externally with authenticity and professionalism, building relationships with peer organizations, funders, and networks to strengthen the organization's visibility and influence.

## THE IDEAL CANDIDATE

**The ideal candidate for the Chief Development Officer position possesses the following competencies:**

| Drives Results   | Manages Complexity   | Strategic Mindset  |
|--|--|--|
| Consistently achieving results, even under tough circumstances.          | Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. | Seeing ahead to future possibilities and translating them into breakthrough strategies.            |
| Persuades  | Balances Stakeholders  | Situational Adaptability   |
| Using compelling arguments to gain the support and commitment of others. | Anticipating and balancing the needs of multiple stakeholders in a diplomatic fashion.                         | Adapting approach and demeanor in real time to match the shifting demands of different situations. |

## THE IDEAL CANDIDATE (cont.)

### Additional Qualifications

- Minimum of 15 years of experience as a leader and manager, preferably within a national or regional organization with a dispersed staff, including at least 10 years of executive leadership experience.
- Proven ability to drive strategic impact within mission-driven organizations.
- Strong emotional intelligence, with experience in relationship-building, conflict resolution, and fostering a supportive team culture.
- Demonstrated commitment to NAPAWF's mission, values, and advocacy priorities.
- A track record of bold and courageous leadership, with a learning mindset and a willingness to challenge the status quo.
- Proven experience fundraising for an organization with an annual budget of at least \$10 million.
- Strong knowledge of nonprofit finance, compliance, and accounting regulations.
- Exceptional management skills with the ability to influence and engage both direct and indirect reports as well as peers.
- Demonstrated cultural competency and a track record of maintaining strong working relationships with diverse stakeholders.
- Knowledge of, experience with, or demonstrated commitment to issues affecting AAPI communities, as well as reproductive rights, racial justice, and economic justice.

## WHO WE ARE

### Leadership at NAPAWF

- Focuses on Strategic Impact - Develops and executes strategies that align with the organization's mission and long-term goals, ensuring meaningful outcomes for NAPAWF's community and stakeholders.
- Demonstrates Emotional Intelligence - Builds and maintains positive, collaborative relationships across teams and with external partners, fostering an inclusive, mission-driven culture.
- Acts as a Committed NAPAWF Steward - Upholds and advances NAPAWF's values and mission in decision-making, resource management, and external representation.
- Leads with Boldness, Courage, and Curiosity- Takes initiative, embraces challenges, and continuously seeks opportunities for innovation and growth while centering the voices of AAPI women and girls.

### Work Environment

We welcome applicants from across the country with first preference given to candidates located in New York City, San Francisco, or Los Angeles, and secondary preference to candidates located in Chicago or Washington, D.C. Talent, skills, and fit will take priority over location. The CDO will be expected to attend periodic executive leadership meetings and strategic events in person.

## WHO WE ARE (cont.)

### Work Environment (cont.)

NAPAWF is committed to public health, and to the safety and well-being of our colleagues and visitors. As such we have adopted a policy requiring all employees to receive all recommended COVID-19 vaccines and boosters or to apply for and receive an exemption.

NAPAWF is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

## COMPENSATION AND BENEFITS

### Salary

The annual salary range for this position is \$180,000 - \$230,800 and is commensurate with experience.

### Benefits

NAPAWF provides a highly competitive benefits package, including a 401k plan and comprehensive medical, dental, and vision, coverage. Employees and their eligible dependents receive fully covered medical and dental premiums, with NAPAWF also covering co-pays, deductibles, prescriptions, and coinsurance. Benefits begin on your first day, ensuring immediate access to coverage. NAPAWF also offers full-time employees 15 days of vacation in the first year, 20 days of sick leave, FSA options, as well as paid holidays between December 25 and January 1 of each year.

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of June.

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