



Position Title: Development Office Assistant

Organization: Hmong American Peace Academy Foundation, Inc. (HAPA Foundation)

Location: HAPA Campus, 4601 N. 84th Street, Milwaukee, WI 53223

Reports To: Executive Director of Development

Employment Type: Full-Time/Non-exempt position with a 12-month term of employment (Fiscal Calendar- July 1 to June 30)

Work Hours: 7:00 am - 3:30 pm. Flex hours may be used when assisting with fundraising events or other donor appreciation initiatives.

HAPA Mission: *HAPA provides scholars with rigorous academics, character development, and Hmong cultural values, preparing them to excel in colleges, universities and careers.*

HAPA Foundation Mission: *To enrich the experience of HAPA scholars, families, and staff; nurturing a culture of academic excellence, celebrating Hmong heritage, and building skills for lifelong success through community engagement, ambassadorship, and fundraising.*

HAPA School Overview: HAPA opened its doors in 2004 to local Hmong American children who were struggling to succeed in public schools, and to families who felt that their traditions, language, and values would support a culture of achievement. What modestly began as a K-5 school serving 200 students is today one of Milwaukee's highest performing schools, serving over 1,966 K4-12 scholars. Data from the Wisconsin Department of Public Instruction shows that despite 82 percent of students qualifying as economically disadvantaged, HAPA's academic performance, when compared to all schools in Wisconsin, exceeds expectations. This access to better resources and early intervention efforts across systems enables child and family stability. Resources and early interventions can limit the time and intensity of families' involvement in the child welfare system or divert them from the child welfare system entirely.

HAPA is a charter school in the Milwaukee Public School system recognized as one of the city's highest performing schools. In 2021, HAPA celebrated the grand opening of its newly constructed 99,000 square foot high school on its main campus at 4601 N. 84th Street in Milwaukee's Lindsay Park neighborhood. The new high school can support up to 900 students with state-of-the-art classrooms, a gymnasium, resource centers and more, while also serving as a cultural center for the Hmong community.

The HAPA Scholar Experience: We call our students "scholars" because they are more than a number on a roster. Our scholars not only learn who they are, beginning with their cultural roots, they also learn how to succeed where they are in place and time. HAPA develops scholars beyond their time in the classroom through field experiences, afterschool programs, community partnerships that build on classroom learning, and family participation in weekend events. Furthermore, scholars develop positive attitudes toward themselves and others so that they can function in the community as peaceful citizens. HAPA's motto in the community is "Come build peace with us."

To learn more about HAPA, please visit: www.myhapa.org



Position Summary:

The HAPA Foundation seeks a dedicated and detail-oriented **Development Office Assistant** to support the Foundation's fundraising and community engagement efforts. This individual will play a crucial role in maintaining donor records, assisting with events, and ensuring the smooth daily operations of the development office. The Development Office Assistant will work closely with the Executive Director of Development and the Marketing and Communications Manager to further the Foundation's mission of enriching the experience of Hmong American Peace Academy scholars, families, faculty, and staff.

Key Responsibilities:

- Provide administrative support to the Executive Director for Development, including scheduling meetings, preparing correspondence, and organizing files.
- Maintain and update donor database (Bloomerang), ensuring accurate and up-to-date records of contributions, communications, and donor engagement.
- Assist in planning and executing fundraising events, donor appreciation initiatives, and community engagement activities.
- Support grant-writing efforts by conducting research (via Instrumentl platform), gathering necessary documentation from colleagues, and preparing reports for grant portals.
- Help create and distribute donor communications, including newsletters, thank-you letters, and social media updates, in collaboration with the Marketing and Communications Manager.
- Process donations and prepare acknowledgment letters and tax receipts in a timely manner.
- Coordinate mailings, fundraising appeals, and promotional materials.
- Monitor and manage office supplies, ensuring efficient operation of the development office.
- Serve as a liaison between the Foundation and donors, and partners throughout Milwaukee.
- Perform other duties as assigned to support the Foundation's goals and initiatives.

Qualifications & Skills:

- Associate's or Bachelor's degree in nonprofit management, business administration, communications, or a related field preferred.
- Previous experience in a nonprofit, fundraising, or administrative support role is a plus.
- Strong organizational and multitasking skills, with keen attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in the following online software applications is a plus: Google Drive, Microsoft Office Suite, Bloomerang software - for donor gift history, Instrumentl - for foundation grant tracking, and ClickUp - for project management.
- Ability to work independently as well as collaboratively in a team-oriented environment.
- Strong interpersonal skills with a professional and welcoming demeanor.
- A passion for Charter School education, community engagement, and the mission of the HAPA School and Foundation.

**Compensation & Benefits:**

- Starting hourly rate: \$25.00
- Benefits include:
 - Medical, Dental, Vision, Life Insurance, and AD&D; monthly premiums paid by HAPA for FY26; Benefits are effective the first of the month following a 60-day waiting period
 - Voluntary Short-Term and Long-Term Disability benefits are effective the first of the month following a 60-day waiting period
 - 403b Retirement Plan: eligible for a 5% Employer contribution after 1 full year of employment
 - 17 PTO (Paid Time Off) days and 8 paid holidays

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to; xiong.maishoua@myhapa.org. Applications will be reviewed on a rolling basis until the position is filled.

The HAPA Foundation is an equal opportunity employer committed to fostering an inclusive and diverse work environment. We encourage candidates from all backgrounds to apply.