



Job Opportunity

Executive Director

April 2018

APACE (501c4) and APACEvotes (501c3) are looking for an Executive Director who is passionate about social justice and expanding racial, economic and political equity in the democratic process. APACE is poised for the next level of organizational development with an entrepreneurial individual who will develop capacity and new tactics that transform mainstream organizing and expand representation of AAPIs in Washington.

If building grassroots power in communities of color ignites you, you should apply!

ABOUT APACE

While Asian American and Pacific Islanders (AAPI) are among the fastest growing communities in our state, we do not have access to economic and political power that our numbers would indicate. AAPI communities must be brought into the political process, have access to decision making power, and ultimately champion progressive policies that make our daily lives better. APACE works to transform our democracy by empowering the diverse AAPI communities through civic engagement and political action. We increase access and participation in civic affairs so that we are well-educated on the issues, informed of the political process, and mobilized to participate in our democracy.

PRIMARY RESPONSIBILITIES

The Executive Director is responsible for strategic leadership as well as overall operations and administration of the organization. Key responsibilities include:

Coalition and Relationship Building - 10%

- Attend coalition meetings and foster strong community partnerships
- Manage external communications that includes an active engagement pipeline year-round for our volunteers, donors and voter targets.

Operations and Internal Infrastructure - 25%

- Oversee the development, implementation and evaluation of annual work plans
- Develop standard operating procedures and policies
- Manage staff and complete annual performance evaluations
- Develop and oversee annual budgets and Board communication
- Ensure that program activities operate within the defined Memorandum of Understanding between APACE & APACEvotes

Programs - 30 %

- Provide strategic leadership, planning, execution and evaluation of campaigns, field and data programs
- Supervise the recruitment, training and stewarding of volunteers and interns
- Ensure all campaign and program activities align with APACE's racial equity lens
- Research and execute organizing strategies to reach diverse AAPI communities

Fundraising - 35%

- Develop annual budget and fundraising plan in partnership with the two Boards of Directors
- Prospect, cultivate and steward new individual donors, foundations, key stakeholders and funders
- Manage existing grants and individual donor portfolios
- Support events, research and write grant proposals

The Executive Director reports to APACE (501c4) and APACEvotes (501c3) Boards of Directors.



MINIMUM QUALIFICATIONS

- At least four years of non-profit or campaign experience
- Two years' experience of demonstrated success in grant writing/fund development
- Prior experience organizing in immigrant, refugee and POC communities
- Experience working with political candidates, policymakers and media
- Deep knowledge of our communities as demonstrated by experience with legislative processes and public policy impacts on AAPI communities
- Highly motivated, entrepreneurial self-starter
- Strong commitment to racial equity and social justice
- Flexibility to accommodate some evening and weekend work
- Access to reliable and flexible transportation and Driver's License

PREFERRED QUALIFICATIONS

- Relevant experience or four-year degree in a related field or
- Bi-lingual skills in AAPI languages

SKILLS

- Understanding IRS rules and management of 501(c3) and 501(c4) organizations
- Understand and ability to manage fiscal sponsorship relationships
- Strong strategic thinking, problem-solving and prioritization
- Understand non-profit HR compliance standards and practices
- Excellent verbal, listening and written communication skills
- Proficiency with Microsoft Office and social media tools, including Facebook and Twitter
- Ability to work independently
- Understanding of integrated civic engagement
- Proficiency with voter data bases, including NRG VAN



COMPENSATION

Salary range is between \$60,000-\$75,000, full time exempt 40 hr/wk. Benefits include medical, dental, retirement, and holiday, vacation and sick leave.

TO APPLY

Send a cover letter and resume with three references to Akemi Matsumoto at akemiseattle@gmail.com. In your cover letter, please answer the following supplemental questions:

- How has your personal and professional background prepared you for this position? Please highlight how you meet or exceed the qualifications and skills identified.
- What does civic engagement mean to you?
- What is your understanding of racial justice and what do you believe the role of AAPIs in advancing this work?
- How did you hear about this position?

Applications will be reviewed upon receipt and interviews will be conducted as applications arrive. Applications will be reviewed until position is filled.

Equal employment opportunity and having a diverse staff are fundamental principles at APACE and APACEvotes, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. Women and Persons of Color are strongly encouraged to apply.

IDEALIST URL:

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