

EXECUTIVE DIRECTOR

POSITION SUMMARY

The Executive Director has full discretionary authority to execute the by-laws and policies set by the Board of Directors. The Executive Director reports to the Board of Directors and has day-to-day responsibility for managing the organization, guiding administrative and fiscal activities, supervising staff, achieving strategic goals, and setting the overall tone for the organization. The Executive Director also acts as the representative and spokesperson for the organization as directed by the Board.

ESSENTIAL FUNCTIONS

A. Supporting the Board of Directors / Strategic Planning

1. In conjunction with the Board of Directors, lead the development and implementation of the organization's strategic plan.
2. Maintain timely communications with the Board of Directors.
3. Work with the Board of Directors to ensure sufficient support of Board and committee work.

B. Program Planning and Evaluation

1. Oversee program planning and implementation in compliance with the strategic plan.
2. Work with staff to develop and maintain relations, collaborations, partnerships, and coalitions with agencies and organizations to exchange information, achieve common goals, coordinate activities and services, and resolve issues or concerns.

C. Public Policy Advocacy

1. Oversee the development of clear policy positions in alignment with APANO's strategic plan and critical issues policies and ensure timely communication about political issues with APANO's base.
2. In partnership with the Lead Political Organizer and other staff, help lead the organization's political organizing efforts.

D. Fundraising and Community Relations

1. Oversee the development and implementation of a strategic organizational funding strategy.
2. Work with the Development Director and Board of Directors to raise resources from individuals and corporations.
3. Oversee the development and submission of grant proposals and compliance and reporting of grants.
4. Make compelling presentations to grantors, sponsors, stakeholders, organizations, and agencies to promote and sustain support for APANO goals and objectives.

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E. Fiscal Management

1. Ensure the organization's financial policies and procedures are followed with integrity.
2. Develop an annual budget for review and approval by the Board.
3. Ensure that expenditures are within the budgeted amounts.
4. Prepare budget revisions as needed through the year and submit for approval by the Board.
5. Ensure compliance with contracts, grants, and other agreements.

F. Work Environment / Organizational Culture

1. Establish and maintain a welcoming and supportive environment that promotes mutual respect, promotes equitable and inclusive practices, enhances staff and volunteer productivity, and supports collaboration, teamwork, and accountability.
2. Communicate organizational mission, vision, and values to staff and volunteers.
3. Provide staff supervision, support, and guidance in a strength-based manner that respects the dignity of each person.
4. Ensure timely communication to staff and volunteers.
5. Articulate work expectations and outcomes clearly to staff and volunteers, including but not limited to priorities, plans, procedures, schedules, services, and products.
6. Ensure culturally and linguistically appropriate approaches both in the workplace and in the programs or services APANO provides.

G. Personnel

1. Ensure compliance with board-approved personnel and volunteer policies and procedures.
2. Ensure sound practices for the recruitment, hiring, on-boarding, supervision, evaluation, discipline, promotion, and exit interviews of staff.
3. Provide guidance to staff as needed.
4. Ensure there are meaningful professional development opportunities for staff.
5. Keep board apprised of significant personnel issues.
6. Oversee the compliance with all local, state, and federal employment and equal opportunity laws and regulations.
7. Ensure that staff represent and have a deep understanding of the diverse cultural, ethnic, and linguistic communities that we serve and partner with.

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H. Record Keeping and Reporting

1. Maintain responsibility for keeping accurate and complete records as prescribed by law (e.g., for taxes), funding agencies, and bylaws rests with the Executive Director. All records, reports, and other materials relating to personnel shall be kept in a locked file under the direction of the Executive Director as directed by the Board or as stated in the bylaws.
2. Ensure the timely and complete submission of all reports required by funding sources, government agencies, and the Board of Directors; including, but not limited to, the following:
 - Monthly narrative (Executive Director's Report)
 - Monthly financial report
 - Monthly statistical reports of activities
 - Quarterly (or as required by funding sources) progress evaluation of grants and projects
 - Minutes of all staff meetings
 - Minutes of all Board meetings
 - Minutes of all Membership meetings

I. Other Duties as Assigned

The Executive Director shall perform other duties as prescribed by the Board of Directors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (Same as job announcement changes)

- Demonstrated commitment to the vision of APANO's mission and strategic plan and an understanding of grassroots community organizing in social change and movement building
- Demonstrated experience working with Asian and Pacific Islander activists, and a deep understanding of issues affecting Asian and Pacific Islander communities
- Three or more years of experience in managing a non-profit organization or program
- Three years of financial management experience
- Demonstrated skills and ability to work with community members, funders, partner organizations, staff, and city and state government
- A positive and proactive attitude, with ability to adapt to a dynamic work environment and create a culture of wellness and care
- Demonstrated communication skills, including strong writing and presentation skills with English language proficiency
- Ability to travel as needed for meetings, conferences, and events (approximately once per month in the state, four times per month during legislative session; and twice per year out-of-state)

Preferred, but not required:

- Asian and/or Pacific Islander language proficiency, both spoken and written
- Understanding of work in our main program areas: political advocacy, community organizing, cultural work, economic development, leadership development
- Working experiences with other non-profit organizations
- Understanding of c3 and c4 organizations