
Position Announcement: Executive Director



Mission/Organization:

The Asian Pacific American Network of Oregon (APANO) is a statewide, grassroots organization, uniting Asians and Pacific Islanders to achieve social justice. We use our collective strengths to advance equity through empowering, organizing, and advocating with our communities.

APANO is based in Portland, Oregon. The c3 has an operating budget of \$2M; the c4, \$250,000. There are 20 staff members and an additional 15 staff who work for two fiscally sponsored organizations, for a total of 32 FTE.

The Opportunity:

As executive director of APANO, you will lead a team of highly dedicated community organizers and social justice advocates working to realize a vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic, and political issues that affect us. Your exceptional leadership and management skills will ensure that APANO effectively fulfills its mission, working collaboratively both within the organization and in a wide variety of Oregon communities. Your sharp strategic planning, change management, and team building skills will be drawn upon to lead APANO during this transformative chapter, which follows the founding executive director's departure in June. You will receive support from the interim executive director who is committed to ensuring a smooth transition, and you'll help us define the APANO of today and of the future. We'll also appreciate your relationship building, equity and inclusion, policy advocacy, and financial management skills, as well as your approachability, passion for our work, mindfulness, and courage.

Website: www.apano.org

Education and Experience Required:

- Demonstrated commitment to the vision of APANO’s mission and strategic plan and an understanding of the role 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 supervising and 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

Salary and Benefits Information:

- \$80,000 - \$95,000, depending on experience
- 90% employer-contributed Kaiser Gold health insurance with naturopathic package
- 401K with employer contribution
- PTO: 4 weeks to start

How to submit an application:

- Please send a cover letter and chronological resume to our recruitment consultant, **Kathy Kniep**, at kathy@kathykniep.com, by **December 18, 2018**. In your cover letter, please answer these questions, supplying answers up to two paragraphs.
 - **What is your biggest social justice accomplishment?**
 - **Please give us an example or examples of your relationship building skills, whether in fundraising, partnership building, or coalition building.**
- An email acknowledgement will be sent to all applicants within two business days. If you do not receive an acknowledgment within that timeframe, please contact Kathy Kniep: kathy@kathykniep.com / 503-309-3433.
- All inquiries will be handled confidentially.
- The position will remain open until filled.
- **Not sure if you should apply?** Please call Kathy Kniep with questions: 503-309-4433.

Equal Opportunity Employer

APANO and APANO Communities United Fund are committed to advancing equity in all that we do. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity. As an Equal Opportunity Employer, APANO and APANO Communities United Fund do not discriminate in employment based on race, color, religion, sex, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.