

**Job Announcement:
Executive Director**

Focusing on Organizational Culture and Collaboration

The Executive Director is invited to help shape this new distributed leadership position.



VISION: We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change.

MISSION: The Asian Pacific American Network of Oregon 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.

VALUES

- **Self Determination:** We build the political, social, economic, and cultural power our communities need to thrive. We use our power to shape decisions and pursue intersecting forms of justice in order to create a vibrant, inclusive, and equitable world for all.
- **Solidarity:** We believe relationships are sources of strength, support, and power. We are committed to listening to allies, partners, and communities, especially those who identify as Black, Indigenous, and people of color, in their aspirations and struggles, and working together to cultivate trust and connections.
- **Integrity:** We strive to be true to our values in our work, to be accountable to our communities, and to treat ourselves and each other with dignity and compassion.
- **Care:** We practice care, compassion, and respect for ourselves, each other, and the earth to sustain ourselves and our efforts to uplift our community.
- **Belonging:** We create spaces and communities where we can feel a sense of belonging, where we can be ourselves and be visible, where our stories are amplified, and where our heritage and experiences are recognized.

Website www.apano.org

The Opportunity

As APANO's Executive Director (ED) focused on cultivating organizational culture and collaboration, you will lead a team of highly dedicated community organizers and social justice advocates working to realize APANO's vision, mission, and values. You will work in a distributed leadership model, in close partnership with the significantly empowered eight-member Director Team, to implement policies and strategic direction set by the c3 and c4 Boards of Directors and staff. You'll help facilitate the organization's ongoing adaptation and implementation of this new leadership model, which was jointly approved by board and staff members in December, 2020.

Your primary responsibility will be to support administrative and program leadership and management while allowing directors to make, or designate others to make, decisions in their respective areas. You also will help set the overall tone for the organization and work with staff and board members to ensure the organization's values and practices – grounded in transformative justice, intersectionality, community organizing, shared liberation, and trauma-informed care – are honored in every aspect of the work.

Ideal candidates will have demonstrated effectiveness in these areas: shared leadership and supervision; nonprofit management; justice, equity, inclusion, and belonging; fundraising and communications; political advocacy; and program experience in one or more of these areas: community organizing, cultural work, economic development, and leadership development.

The previous transitional leader left after fulfilling her two-year commitment, and over the past months APANO has benefited from the thoughtful leadership of an Interim Executive Director and Interim Human Resources Director, both of whom have committed to ensuring a smooth transition and assisting with the on-boarding of the Executive Director.

APANO is based in Portland, Oregon. Because of the importance of relationships in fulfilling this position's responsibilities, the expectation is that the executive director will live in or near the Portland Metropolitan Area.

The c3 has an operating budget of \$3.8 million; the c4, \$210,000. There are 27 staff members and an additional 4 staff members who work for two fiscally sponsored organizations, for a total of 31 FTE.

This is a unique opportunity to co-create a new leadership model and help spur the continued growth and innovation of one of Oregon's leading social justice organizations. Bring your adventuresome spirit, lived experience, courage, humility, grace, mindfulness, and humor – and join us!

Why We Chose a Distributed Leadership Model

We believe this distributed leadership model better enables us to put our values into action in our everyday work. We've been moving from a conventional executive director model toward this model with a significantly empowered leadership team over the past year. Our directors are already seen in the community as the primary spokespeople in their respective areas, and program staff have been actively and successfully engaged in fundraising. We will continue to adapt the model as we learn.

APANO's Recent Accomplishments

- **COVID RESPONSE: APANO distributed over \$1 million in relief** including meals to BIPOC households, gift cards to community members, and two rounds of grants to API-owned small businesses. We have also distributed PPE to small businesses and community members, helped people sign up for rental assistance in Washington County, and supported undocumented Oregonians to apply for relief through the Oregon Workers Relief Fund.
- **SUSTAINED PROGRAM WORK:** We continued our ongoing efforts in community and political organizing, economic and community development, cultural and youth work, and more!
- **2020 ELECTIONS: This election, APANO's field and volunteer team reached out to our community at a scale we've never done before.** With a team of 58 volunteers, we made nearly 400,000 phone calls, sent over 217,000 texts, and hosted 106 phone and text banking shifts to fight for our future. As our partners across the country have shown, this grassroots organizing drove record turnout rates among API voters and overall and ushered in progressive, community-rooted leaders from the local to state level in Oregon. For more, read our November 2020 Elections Update.
- **EPALF 2020:** In this 4th installment of the East Portland Arts & Literary Festival, the Cultural Work team transformed the event into a two-week, humble online offering focused on resilience, care, and transformation. **Nearly 250 participants tuned in**, joining events with the Asian American Feminist Collective, Orchards of 82nd Artists-in-Residence, disability justice leader Leah Lakshmi Piepza-Samarasinha, UTOPIA-PDX, Leialoha Kaula, Kevin Aipopo, and many more.
- **RESILIENCE SERIES:** Launched in May, APANO's Resilience Series provides virtual spaces for communities to connect, share support and resources, and cultivate resilience. Topics have included family and household resilience, financial resilience, resilience of the land, resilience through civic engagement, and resilience of spirit, offered in partnership with numerous community leaders and experts. Nearly 300 people have participated in these events.

Who We Are

- A team that values their colleagues bringing their authentic selves to work each day, where each person's uniqueness is celebrated and woven into our collective work.
- A group of people who welcome and rise to the challenge of living our values in our everyday work.
- Humans who strive for work-life balance and know rest is important. We're getting there!
- Active participants – we offer and take advantage of myriad opportunities to shape the work and shape the organization, including through meetings, surveys, and various committees (e.g., BIPOC Solidarity, Disability Justice, Leadership Transition).
- Food enthusiasts – we have a healthy food budget (and by that we mean both a healthy budget for food *and* an appreciation for healthy food).
- Leaders – we are *all* leaders.
- Followers of the idea that collaboration will take us further than competition.
- Reciprocators – volunteering for each other's events, sending each other care packages during the pandemic, and just showing up for one another in whatever way is helpful, authentic, and meaningful.
- Representative of the communities we serve, in all their rich and powerful diversity.

Required Knowledge, Skills, and Abilities

- Commitment to APANO's vision, mission, values, theory of change, and strategic plan
- Experience working with Asian and Pacific Islander activists and a deep understanding of issues affecting Asian and Pacific Islander communities
- Deep understanding of grassroots community organizing for social change and transformative justice movement building
- Dedication to a progressive framework and ability to apply the principles of equity, transformative justice, inclusion, shared liberation, and trauma-informed care in day-to-day work, as well as in planning and management
- Desire to work in a distributed leadership model and to work collaboratively to adapt and shape the model over time
- Exceptional collaboration facilitation, program integration management, negotiation and conflict resolutions skills, and a honed practice of radical transparency
- Five or more years of senior-level management experience with a nonprofit organization or program
- Three or more years of financial management experience
- Ability to work collaboratively with community members, partner organizations, funders, and city and state government
- A positive attitude and proactive approach, with the ability to create a culture of wellness and care in a dynamic work environment
- Exceptional communication skills, including strong English language writing and verbal presentation skills
- 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
- Experience with other non-profit organizations as an employee, board member, or volunteer
- Understanding of c3 and c4 organizations

Salary and Benefits Information

- \$100,000 - \$115,000, 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 consultants:

Kathy Kniep and Allison Lugo Knapp via kathy@kathykniep.com

By February 9, 2021, 5pm

In your cover letter, please answer these questions, supplying answers **up to two paragraphs**.

- **Why are you applying for a leadership position with significant power sharing?**
 - **Our work involves balancing multiple strategies and viewpoints. What's your approach to building consensus among diverse groups and individuals with differing opinions?**
- In addition to considering answers to the above questions, reviewers will score applications by awarding up to 20 points for experience in each of these categories:
 - Supervision / Shared Leadership
 - Nonprofit Management
 - Justice, Equity, and Inclusion
 - Fundraising and Communications
 - Public Policy and Programs
 - An email acknowledgement will be sent to all applicants within two business days. If you do not receive an acknowledgment within that timeframe, please email kathy@kathykniep.com.
 - All inquiries will be handled confidentially.
 - Interview schedule: (1) Phone: Feb. 18-19 (2) Video: Feb. 24 + 26 (3) Video: Mar. 4-5.
 - **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 Equal Opportunity Employers, 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.