

---

**JOB DESCRIPTION:  
Executive Director**

***Focusing on Organizational Culture and Collaboration***

**The Executive Director (ED) is invited to help shape this new distributed leadership position.**

---

The ED is expected to work in alignment with APANO’s vision, mission, and values, as are all staff.

**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.

## POSITION SUMMARY

The Executive Director (ED) plays a lead role in cultivating organizational culture and internal and external collaboration. The ED works in a distributed leadership model, in close partnership with a significantly empowered Director Team (see below\*), to implement policies and strategic direction set by the c3 and c4 Boards of Directors and staff. The ED helps 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. The ED's primary responsibility is to support administrative and program leadership and management while allowing directors to make, or designate others to make, decisions in their respective areas. The ED serves as the lead staff person helping to create and sustain a strong organizational culture that sets the overall tone for the organization, and works with staff and board members to incorporate equitable and justice practices within the organization and instill the organization's values – grounded in transformative justice, intersectionality, community organizing, co-liberation, and trauma-informed care – into every aspect of the work.

**\* This is the Director Team that the Executive Director supports and partners with:**

- Associate Director
- Director of Finance and Administration
- Development and Communications Director
- Community Development Director
- Political Director
- Policy Director
- Cultural Strategy Director
- Community Organizing Director

## ESSENTIAL DUTIES

**A. Supporting the Director Team /  
Facilitating Program Integration and Department Collaboration**

1. Facilitating the processes by which directors are supported in, and held accountable for, working in accordance with the organization's vision, mission, values, budget, and strategic goals.
2. Ensuring strong program integration and administrative collaboration; assisting, as requested by directors, with inter-departmental communication and collaboration.
3. Working with the Director Team to provide directors and other staff members the resources they need to use and practice equitable and inclusive decision-making processes and make timely and informed decisions in their respective areas.
4. Facilitating communication and accountability related to the agreed upon guidelines for who makes which decisions, when, and how (based on a decision-making matrix, which is being developed); if necessary, stepping in to mediate and provide support for resolutions if disagreements between directors occur.

5. Working with the Director Team to determine the format, schedule, facilitation, note taking, and reporting of Director Team and all-staff meetings.
6. Providing leadership support when directors seek advice or request assistance with professional development.
7. Holding individual directors accountable to fulfilling their job responsibilities.

**B. Administrative and Fiscal Oversight**

1. In conjunction with HR, promoting ongoing leadership and professional development throughout the organization and helping to ensure sustainable workloads.
2. Overseeing the overall financial health of the organization in partnership with the directors.
3. In conjunction with the Finance Director, ensuring the Director Team develops an annual budget for approval by the Boards of Directors and adheres to the organization's financial policies and procedures with integrity.
4. Working with the Communications and Development Director to oversee – and engage in some – organization-wide fundraising.
5. Overseeing APANO's engagement with community networks, partnerships, and relationships in partnership with directors.
6. Acting as the representative and spokesperson for the organization as directed by the Boards of Directors but most often referring inquiries to the appropriate staff members.
7. Serving as a facilitator of timely and transparent staff and board-staff communication, collaboration, and decision-making.
8. Serving as decision-maker according to the decision-making matrix (in development).

**C. Cultivating a Positive Organizational Culture and Productive Work Environment**

1. Establishing and maintaining a welcoming and supportive environment that aligns with the vision, mission, and values and promotes mutual respect; abides by equitable, inclusive, and just practices; enhances staff and volunteer positivity and productivity; encourages collaboration, teamwork, a strengths-based approach, and accountability.
2. Ensuring culturally and linguistically appropriate approaches both in the workplace and in the programs and services APANO provides.
3. Keeping the Boards of Directors apprised of significant personnel issues.
4. Overseeing compliance with all local, state, and federal laws and regulations, including for employment and equal opportunity.

**D. Supporting and Working in Partnership with the c3 and c4 Boards of Directors**

1. Serving as a facilitator of timely and transparent board and board-staff communication, collaboration, and decision-making.
2. Overseeing the provision of timely and accurate Boards of Directors meeting packets.
3. Maintaining timely communications with the Boards of Directors.
4. Working with the Boards of Directors and designated staff to ensure sufficient support of board and committee work.

**E. Facilitating Strategic Planning**

1. In conjunction with the Boards of Directors, Director Team, and all staff, leading and facilitating the development, regular updating, and implementation of the organization's strategic plan.
2. Leading and facilitating the processes for monitoring progress in achieving APANO's strategic goals and holding people accountable.

**F. Other Duties as Assigned**

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

## **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 nonprofit organizations as an employee, board member, or volunteer
- Understanding of c3 and c4 organizations