



External Job Announcement & Descriptions: **APANO is hiring Three Co-Executive Directors**



Position Title: Co-Executive Director(s)
Reports To: 501c3 and 501c4 Boards of Directors' Chairs
Hours: Full-time, exempt
Starting Compensation range: \$84,000-\$103,000
Anticipated start date is January 15, 2022

ABOUT US

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

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.

APANO CUF is a 501c3 organization that works together with its affiliated 501c4 organization, APANO. Together, the organizations have a current annual operating budget of \$5.1 Million with a total staff of 32 members.

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.

To learn more about us and our recent accomplishments, visit us at apano.org

THE OPPORTUNITY

We are seeking three Co-Executive Directors to be part of an executive team that will lead highly dedicated community organizers and social justice advocates to advance APANO CUF and APANO's vision, mission, and values. You will work in a distributed leadership model, in close partnership with the Director Team, to implement policies and strategic direction set by the c3 and c4 staff and Boards of Directors. You will 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.

The three available positions on the Co-Executive Director team include:

- **Co-Executive Director of Programs**
- **Co-Executive Director of Culture and Communications**
- **Co-Executive Director of Finance, Operations, and Development**

Together, the Co-Executive Director team will be responsible for overseeing and supporting all aspects of the organization including staff and program management, financial management, human resources, administration, and strengthening existing partnerships.

This is a unique opportunity to help spur the continued growth and innovation of one of Oregon's leading social justice organizations. 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 are honored in every aspect of the work. Bring your adventurous spirit, lived experience, courage, humility, grace, mindfulness, and humor – and join us!

APANO CUF and APANO are based in Portland, Oregon. Because of the importance of relationships in fulfilling the position's responsibilities, the expectation is that the Co-Executive Directors will live in or near the Portland Metropolitan Area.

POSITIONS AND THEIR RESPONSIBILITIES

1. **Co-Executive Director of Programs**

- Oversee and provide leadership to programming departments including Community Development and Policy, Political Advocacy, and Civic Engagement (PPACE), ensuring continued mission, vision, values, and strategic planning aligned operations
- Supervise directors of Community Development and PPACE departments
- Work with the Community Development team to lead the community and economic development efforts with residents and business owners
- Work with the PPACE team to support APANO's community and policy research, legislative lobbying, and electoral organizing efforts

2. Co-Executive Director of Culture and Communications

- Oversee and provide leadership to communications, cultural work, and community space, ensuring continued mission, vision, values, and strategic planning aligned operations
- Supervise staff of cultural work, communications, and events and community space
- Work with Co-Executive Director of Finance, Operations, and Development to support and supervise human resources
- Oversee and support cross-functional work teams including Organizational Development, BIPOC Solidarity, and Strategic Planning
- Ensure culturally and linguistically appropriate approaches both in the workplace and in the programs and services APANO provides

3. Co-Executive Director of Finance, Operations, and Development

- Oversee and provide leadership and support to finance, operations, and development, ensuring continued mission, vision, values, and strategic planning aligned operations
- Supervise staff of finance, operations, and development
- Work with Co-Executive Director of Culture and Communications to support and supervise human resources
- Serve as point of contact to fiscally-sponsored organizations
- With the Finance Director, ensure the Co-Executive 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
- Work with the Communications and Development Directors to oversee and engage in organization-wide fundraising
- Oversee compliance with all local, state, and federal laws and regulations, including for employment and equal opportunity

All three Co-Executive Team Members:

- Support and work in partnership with the c3 and c4 Boards of Directors
- Facilitate timely and transparent board and board-staff communications and decision-making
- Oversee the provision of timely and accurate Boards of Directors meeting packets
- Work with the Boards of Directors and designated staff to ensure sufficient support of board and committee work
- Other duties as assigned by the Boards of Directors

QUALIFICATIONS

You are perfect for this opportunity if you have:

1. Demonstrated commitment to APANO's mission, vision, values, and strategic priorities, including an understanding of the role of grassroots community organizing in social change and movement building.
2. Demonstrated experience working with activists from Asian and Pacific Islander communities and/or communities of color, and a deep understanding of issues affecting Asian and Pacific Islander communities, through professional or lived experience.
3. Desire to work in a distributed leadership model and to work collaboratively to adapt and shape the model over time.
4. Demonstrated commitment to promoting a welcoming and supportive organizational culture that encourages collaboration across departments, a strengths-based approach, and accountability.
5. Three or more years of lived experience in supervising and managing in a nonprofit environment.
6. Three years or more of experience in program budget management or financial operations.
7. Demonstrated ability to work with communities, funders, partner organizations, staff, and city and state governments.
8. Experience in collaboration, facilitation, program integration management, negotiation, and conflict resolution skills, and a honed practice of radical transparency and direct communication.
9. Demonstrated communication skills, including strong writing and presentation skills with English language proficiency.
10. Commitment to practices of trauma-informed management and care.
11. Ability to travel as needed post-COVID.

Preferred, but not required:

1. Asian and/or Pacific Islander language proficiency, both spoken and written.
2. Experience with relevant software, tools, approaches, etc.
3. Understanding of Oregon's political and social issues.

SALARY & BENEFITS

Starting salary range of \$84,000-\$103,000

90% employer-contributed Kaiser Gold health insurance with naturopathic package

401K with employer contribution

Four weeks PTO to start

Flexible scheduling

Remote work options

14 days of additional holiday pay per year

HOW TO APPLY

Applications will be reviewed on a rolling basis until the positions are filled. For full consideration, please submit your application materials no later than November 30, 2021. Please indicate the specific Co-Executive Director position(s) you are applying for and submit a cover letter, resume, and two references to:

Jennifer Chang, Board Chair, APANO CUF

Michele Ruffin, Board Chair, APANO

Email: 501c3board@apano.org

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.