



ASIAN PACIFIC POLICY & PLANNING COUNCIL

JOB ANNOUNCEMENT FOR EXECUTIVE DIRECTOR

Background on A3PCON:

The Asian Pacific Policy and Planning Council (A3PCON) is a coalition of community-based organizations that advocates for the rights and needs of the Asian and Pacific Islander (AP) communities in the greater Los Angeles area, with a particular focus on low income, immigrant, refugee and other disadvantaged sectors. Started in 1975 as a loose group of organizations, it has evolved over the past 40 years into the leading voice for API member organizations in LA County. It is a not-for-profit 501(c) 3 organization with about 40 community based member organizations. There is an elected Board of Directors as well as standing committees, task forces and work groups.

GOALS:

1. Promotes the needs, interests and concerns of the API community to policy makers and the general public.
2. Strengthen collaboration, planning and collective action among its members to support common advocacy/policy, organizational development and capacity-building goals.
3. Activate the API electorate and promote public accountability to the API community from government agencies and elected officials through non-partisan political and electoral participation.

Overall Job Duties and Responsibilities:

1. Provide overall leadership and management of A3PCON's advocacy priorities. Ensure that A3PCON continues to be a leader in Los Angeles County for API issues by overseeing the collaboration of the A3PCON member organizations.
2. Increase the overall visibility and impact of the organization on issues that are identified by the Board as priorities. Influence policy for the API communities in LA County with regard to all social service and social justice issues that impact APIs.
3. Maintain appropriate fiscal management and accountability of the organization including fundraising and implementation of the agency's budget.
4. Report to and determine policy direction of the agency from the A3PCON's Board of Directors, especially the Executive Committee.

Specific Responsibilities:

1. Board governance: Work with the Board to guide and fulfill the mission of the organization. This includes effective communication with the Board providing timely reports in order to make informed decisions.
2. Develop resources to ensure the financial stability of the organization.
 - a. Work with the Board to write grants
 - b. Obtain corporate funding
 - c. Increase paid memberships
 - d. Fundraise via campaigns, events and other avenues as appropriate
3. Financial Oversight:
 - a. Develop and manage the budget.



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- b. Review and ensure accuracy of monthly financial statements. Monitor and approve as appropriate all expenditures and accurate posting of revenues and expenses.
 4. Implement the strategic goals of A3PCON
 - a. Work with the Board to develop and execute short and long-term strategic plans including capacity building.
 5. Organization's Operations:
 - a. Oversee organization's staff and direct their activities to support A3PCON committees, task forces and work groups at an administrative level. This would include the recruitment, hiring and evaluation of staff.
 - b. Work with the Board president to plan the agenda for Board meetings.
 - c. Attend A3PCON committee and other meetings as required.
 - d. Develop any written materials about A3PCON for general distribution.
 - e. Ensure compliance with all applicable laws and regulations.
 6. Act as the chief liaison for A3PCON members and API community organizations.
 7. Work effectively with elected officials at all levels of government, but especially at the municipal and county levels in LA County.
 - a. Liaise with external stakeholders and deputies of governmental agencies to ensure they have a clear understanding of A3PCON's priorities and positions.
 - b. Increase the electeds knowledge and understanding of the needs of APIs.
 8. Represent A3PCON in key coalitions, relevant community meetings and networks in a leadership role.
 - a. Together with Executive Committee and other key Board members, represent and promote A3PCON's work.
 - b. Speak on behalf of A3PCON using various forms of media from op eds to Facebook and mainstream media.
 - c. Oversee A3PCON's recommendations for key legislation including the voter guide for ballot measures at the State, County and municipal levels.

Professional Qualifications:

1. Five or more years of experience at a senior management level, preferably as executive director of a non-profit.
2. Proven ability to raise funds including knowledge of fundraising strategies and proven grant writing skills
3. Knowledge of the diverse API communities especially in LA County. Having pre-established relationships with API leaders is a plus.
4. Knowledge of how government works at the municipal, County, State and Federal levels.
5. Knowledge of API legislative issues at the State and Federal levels are helpful.
6. Strong written skills as well as oral communication skills to represent A3PCON publicly.
7. Strong organizational skills including planning, program development and task facilitation.
8. Solid financial management skills to oversee the agency's finances.
9. Demonstrated ability to oversee and collaborate with staff.
10. Minimum holder of a Bachelor's degree.

Salary and Benefits: Salary commensurate with experience. A competitive benefits package will be provided. The position is open immediately.

Please send a cover letter, salary requirements or salary history, resume and three references as an attachment to A3PCONHR@gmail.com.