



ASIAN PACIFIC POLICY & PLANNING COUNCIL

Program Manager
Asian Pacific Policy & Planning Council

The Asian Pacific Policy & Planning Council (A3PCON) is a coalition of over forty community-based organizations serving and representing Asian Americans and Pacific Islanders (AAPIs) in Los Angeles. A3PCON is seeking a **Program Manager** to oversee the implementation and strategic planning of a number of health-related grants and to provide support to the Program Director on priorities and special projects for A3PCON.

The Program Manager will report to and work closely with the Program Director and will work closely with the Deputy Director and other members of the A3PCON team depending on the project. At the moment we are 80% remote and 20% in person, though this is subject to change depending on COVID-19. Our office is in Downtown Los Angeles.

Responsibilities

The Program Manager will perform the following duties:

- **Project management:** Communicate organization priorities and goals before internal and external stakeholders. Provide administrative oversight and fiscal support of multiple projects simultaneously. Develop and implement systems to support the capacity building of a broad coalition. Lead continuous improvements in service delivery
- **Monitoring, evaluation and compliance:** Assist in designing data management plan for organization. Identify best practices and establish baseline metrics for each project. Develop evaluation method to assess each project's strength and identify areas for improvement
- **Contracts and calendaring:** Develop MOU's, addendums, and others contracts as needed to support administrative oversight of county, state, and federal grants. Plan and maintain a program calendar and oversee all pre-implementation logistics
- **Reporting:** Coordinate and prepare collection of qualitative and quantitative data sources to meet all reporting requirements. Create internal tracking tools to monitor performance targets and outcomes
- **Grant cultivation:** Assist in developing fundraising and development goals. Identify potential donors or sources of funding and plan outreach strategies. Assist in development of grants applications or proposals

Qualifications

We welcome candidates with the following qualities:

- 5+ years of relevant experience in program management or implementation of a service delivery model in a nonprofit or community-based setting
- Strong verbal and written communication skills. You are comfortable presenting before funders, program officers, and large audiences. You are an excellent writer who pays very close attention to the details
- Strong problem-solving skills. You are able to identify local and long-term impacts simultaneously
- You are impact oriented. You have an exceptional ability to learn quickly and thrive on making change
- You are a creative problem solver. You are thoughtful, discerning, and able to communicate ideas in a manner that is both constructive and respectful
- You are a supportive and flexible. You understand that sometimes priorities shift and new problems emerge. You are nimble and can adapt to change
- A bachelor's degree in nonprofit management, public policy, or a related field. A professional or graduate degree (MSW, MPH, MPA, etc.) is a plus

Compensation and Benefits

This is a full-time, exempt position (40 hours/week). The salary range is \$60,000-72,000 annually, commensurate with experience. Benefits include paid vacation and sick leave, reimbursement for health and dental insurance, and a budget for technology.

To Apply

Candidates should send an email to Michelle Wong, Program Director, at mwong@a3pcon.org, and Norbert Tan, Deputy Director, at ntan@a3pcon.org, with the subject line "A3PCON Program Manager - [Your Name]". The email should attach, in one PDF (do not send separate PDFs), the following items:

- Cover letter (1-2 pages)
- Resume (1-2 pages)
- Writing sample (3-5 pages)
- References (2-3)

Candidates are encouraged to apply ASAP as applications will be reviewed and decisions will be made on a rolling basis.

A3PCON is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, age, ethnicity, national origin, sexual orientation, religion, HIV status, disability, or marital status.