



## **Executive Director – Asian American Professional Association**

### **Overview**

The Asian American Professional Association (AAPA) offers a synergistic program by identifying outstanding Asian-American leaders as role models, organizing networking forums, providing executives mentors, and offering mentoring training sessions and workshops. At the AAPA “We seek to inspire, develop, and promote Asian American Professionals to maximize their leadership potential”. AAPA is seeking an Executive Director to lead us into the future. Reporting to the Board of Directors and President, general responsibilities include program management, fundraising and event management.

### **Program Management**

Candidate will assist in the implementation of strategies in retaining current and attracting new sponsors/corporations and key community partners.

With direction from the President and the Board of Directors, candidate will:

- Develop and implement new and creative programs to add value to AAPA members, and recruit new members.
- Identify potential members and form a plan to engage them.
- Identify leaders within the members and encourage involvement in AAPA activities.
- Identify and engage with potential keynote speakers.
- Develop a system and mechanism to recruit new members and retain existing members.
- Cultivate new members and prospective members.
- Establish outreach strategy and partnerships with other Non Profit Organizations and community groups.

### **Fundraising**

AAPA’s goal is to find corporate and foundation sponsorship to support its programs and events. The Executive Director will work with the Board and President in identifying potential corporate sponsors and successful Asian and non-Asian individuals and organizations who may want to support AAPA. Candidate will therefore:

- Develop appropriate cultivation strategies for corporations and major donors.
- Move potential donors in an appropriate and timely fashion toward solicitation and closure.
- Plan, coordinate and execute fundraising events.
- Maintain positive contacts with donors.
- Identify, prepare and apply for grants.

### **Event Management**

Candidate will plan, coordinate and execute all events in a timely fashion which includes:

- Creation of an event plan that includes event goals, target invitees, desired outcomes, budget, and follow-up.
- Design and coordinate events, this includes but is not limited to, initial concept and design, printed materials, catering and menus, logistics and general operations, protocol, on-site management and event follow-up.
- Secure event location, negotiate contracts, order supplies and audiovisual equipment, and ensure appropriate event décor that meets the quality and expectations of the Board and President.
- Recruit volunteers and staff events appropriately.
- Distribute invitations with optimal advance notice.

### **Desired Skills**

- Strong computer skills, specifically with MS Word, desktop publishing, graphic design, Excel, and database tracking systems.
- Must have a strong sense of professionalism, with a team-oriented approach, and be able to work effectively under pressure, and within a team environment.
- The candidate must be available to work some evenings and weekends. Some travel may be required.
- Ability to manage paid and volunteer staff.
- Excellent interpersonal skills along with the ability to communicate effectively and efficiently with Board, President, mentees and sponsors.
- The candidate must possess exceptional time management skills, and the ability to work with various entities, prioritizing and resolving competing goals and objectives.
- Be tactful, discrete and diplomatic and able to deal sensitively with confidential information. The candidate must have the ability to manage several multifaceted projects simultaneously and independently while meeting deadlines.
- The candidate will adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and reflect an optimistic and positive attitude.

### **COMPENSATION & BENEFITS**

Salary range: Open, depending on experience and qualifications.

Interested applicants should submit cover letter, resume and 3 references to Daphne Ng at [info@aapamentoring.com](mailto:info@aapamentoring.com).