



**MAKE A DIFFERENCE!
EMPOWER THE COMMUNITY AND HELP TRAIN AND PREPARE
ASIAN PACIFIC AMERICANS FOR LEADERSHIP ROLES**

The Asian Pacific American Leadership Foundation (APALF), a premier leadership training program, seeks a hard-working, professional and dedicated individual who wants to build and sustain a non-profit organization focused on empowering the Asian Pacific American community.

Job Title: **Program Director, Full time position**

ASIAN PACIFIC AMERICAN LEADERSHIP FOUNDATION (APALF)

The Asian Pacific American Leadership Foundation (formerly the Asian Pacific American Leadership Project) was founded in 2004 as a non-partisan, nonprofit 501(c)(3) organization designed to help prepare and better equip Asian Pacific American (APA) leaders for public service and civic involvement.

APALF has two signature programs, the Leadership & Candidate Training Bootcamp (Bootcamp) and the California Asian Leadership Network of ElecTeds (CALNET). The Bootcamp trains APAs for leadership roles in their community. By preparing APAs for elected and appointed leadership positions, we encourage civic engagement and activism.

APALF has had tremendous success in training the current crop of elected leaders in California. Controller Betty Yee, API Legislative Caucus Chair Asm. Rob Bonta, Assemblymembers Phil Ting, David Chiu, Phillip Chen, and Evan Low plus Los Angeles City Councilmember David Ryu and San Francisco Supervisor Eric Mar, in addition to a host of APA local elected and appointed officials, have all participated in the APALF candidate leadership training Bootcamp.

CALNET is a network of APA elected and appointed officials. Each year, CALNET hosts a multi-day Leadership Retreat for APA elected and appointed leaders – this is the only event of its kind drawing nearly 100 participants including the most influential elected officials in California.



Job Description

The Director will guide and implement APALF's vision, strategic direction, programs and development efforts. The director will report to APALF's Founder Ronald Wong and APALF's Board of Directors. The position will be located in Los Angeles, San Francisco or Sacramento. Major duties include:

Program Management & Event Planning

- Plan and organize the annual CALNET Leadership Retreat, APALF Leadership & Candidate Training Bootcamps, Regional Conferences, and additional events as needed
- Design programs, invite speakers, confirm venues, recruit volunteers, and handle all aspects of event and program planning
- Develop new programs and strategic partnerships with government entities, businesses, and community organizations

Fundraising/Development

- Identify new funding sources and strategies
- Develop and implement a Foundation fundraising strategy
- Write grant applications for Foundation and government funding
- Prepare reports and presentations related to programs, budget forecasts, etc.
- Plan and manage the organization's budget
- Create and organize fundraising events with past participants and corporate sponsors
- Manage relationships with existing donors

Communications, Social Media and Branding

- Draft press releases, newsletters, website updates, and social media posts around APALF's activities and accomplishments
- Partner with other APA and civic engagement organizations to brand and position APALF
- Enhance and maintain APALF's website and social media presence
- Execute social media strategies to amplify APALF's brand and message
- Develop strategies to position and brand APALF and CALNET's achievements
- Work with APALF's team to create collateral pieces and other branding tools



Relationship Building/Community Outreach

- Cultivate and maintain positive relationships with partner and community organizations
- Publicly represent and speak on behalf of APALF at meetings and events
- Represent APALF at community events and interface with elected and appointed officials, civic leaders and decision-makers

Additional Responsibilities

- Recruit and manage interns and volunteers
- Manage Board relations
- Organize Board meetings
- File and maintain all necessary paper work and tax filings for the organization
- Role may include managing additional staff in the future

Salary and compensation: APALF will provide a competitive salary based on experience with a generous benefits package including medical (PPO or HMO), dental and vision coverage, life and long- term disability insurance, twelve paid holidays and two weeks of annual accrued vacation.

Application Process: To apply for the position, please submit a cover letter and resume to ktiratira@apalf.org.

Contact: For more information, please contact info@apalf.org.