

Title: Branch Manager

Position Summary: The Branch Manager will be responsible for the overall program management and growth of the organization. Key responsibilities include oversight and implementation of programmatic objectives, strategic planning, fund development, communications/public relations and effectively leading a team of staff to promote the organization's mission, core values and culture. The ideal candidate will work with diverse stakeholders including internal staff and external partners to maintain and marshal resources necessary to successfully fulfill the organization's mission.

Reports to: Executive Director

Essential Duties, Tasks and Responsibilities

Strategic Planning and Execution

1. Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission of BPSOS-CA. Works, as needed, with all standing and ad hoc committees of the Board.
2. Positions the organization to be strong in the future through strategic planning.

Organizational Management

1. Promotes organization's culture, team spirit and team work through leading and motivating staff, volunteers, and Board members.
2. Provides strategic human resource management through development and training staff with appropriate skills to meet the needs in order to effectively carry out programmatic objectives; other HR activities including hiring, separation of employment, ongoing staff development, performance evaluation, compensation and benefits.
3. Oversees preparation of the annual budget and other necessary financial documents, and ensures adherence to proper finance and accounting procedures and practices.

Fund Development

1. Works with consultants and national fund development team to ensure the organization's financial sustainability through diversification of revenue streams, including grants, contracts, donations, and earned incomes.
2. Manages all fund development activities, including grant writing, partnership forming, cultivation and stewardship of donors, event planning, and identifying new resources. Actively seeks and maintains a diverse donor base of individual, business, foundation and government segments.
3. Builds long term relationships with key partners and donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.

Public Relations/Advocacy

1. Plans and organizes events as it relates to BPSOS-CA's visibility and programmatic deliverables.
2. Collaboratively participate in national BPSOS' community leadership building initiatives to integrate BPSOS-CA further in the local community.
3. Advocates at the partner meetings, local, state and federal levels for the health, education and public policy issues that impact people within the Vietnamese community.
4. Represents BPSOS-CA in all media relations including by not limited to media interviews, conferences, and all other media type engagements.

Program Development and Implementation

1. Oversees and implements the development, design and delivery of program initiatives ensuring timely deliverables are met.
2. Provides oversight and administration for all program services, including contract negotiations, grant reporting and in adherence to legal requirements.
3. Provides quality assurance and monitoring of all BPSOS programs and address correction of any deficiencies in program services.

Qualifications:

1. A minimum of 3 years nonprofit work experience in comparable fields or a combined 5 years of nonprofit and comparable experience (business, government, etc.), with at least 2 years in nonprofit sector.
2. At least 3 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
3. Demonstrated success of effectively leading change and organizational growth through strategic planning.
4. Demonstrated knowledge of health, education, legal and public policy issues that are faced by people within the immigrant, refugee, and Limited English Proficiency communities.
5. Demonstrated success in acquiring agency support through successful grant applications and general fundraising and fund development.
6. Strong communication and public relations skills in community outreach and marketing to successfully engage stakeholders, including funders, business partners, policy makers, media and communities.
7. Effective command of oral and written communication skills.
8. Personal qualities that include integrity, commitment to BPSOS's mission, respect for diversity and the ability to inspire and motivate others.
9. Required proficiency in Microsoft Office, i.e. Word, PowerPoint, Excel, etc.
10. Bicultural (Vietnamese and American) competencies.
11. Preferred fluency in Vietnamese.

Salary: Negotiable, depending on experience and qualifications.

Location: Orange County, CA

To apply: Send cover letter, resume and list of three professional references to:

Human Resources
Fax: 703-647-6499
Email: hr@bpsos.org

Pre-Employment Background Check

Final candidate(s) are required to authorize and pass a background investigation prior to an offer of contract.

BPSOS is an Equal Opportunity Employer!