



**Company:** Coalition of Asian Pacifics in Entertainment (CAPE)  
**Job Title:** Executive Director  
**Reports To:** Board Chair **Supervises Others:** Staff & Volunteers  
**FLSA Status:** Exempt **Travel Required:** Some

### **ABOUT US:**

The Coalition of Asian Pacifics in Entertainment (CAPE) is the largest and most respected professional Asian American and Pacific Islander non-profit organization in Hollywood. CAPE champions diversity by educating, connecting, and empowering AAPI artists and leaders in entertainment and media. Our signature educational programs, workshops, and social networking events benefit established and emerging actors, writers, directors, producers, studio executives, and other entertainment professionals. CAPE has created numerous opportunities to increase AAPI representation in front of and behind the camera since 1991.

### **JOB SUMMARY:**

Serves as the public face and leader of the organization. Focuses on fundraising, programming, strategic growth, operations, financials, and administration. Proactively secures fundraising, cultivates potential sponsorship opportunities, and maintains excellent relationships with existing sponsors. Develops core programming that advances organization's mission and presence in the community, which requires strong networking skills and outreach abilities. Financial responsibilities include creating operating budget, tracking income and expenses, and coordinating with accountant and bookkeeper to report taxes and payroll. Oversees the day-to-day operations and staff. Builds and maintains relationships with Board Members, vendors and sponsors.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor degree required
- Fundraising experience required
- At least 5 years non-profit and/or management experience preferred
- Knowledge of entertainment industry helpful
- Event production background a definite plus

### **SALARY AND BENEFITS:**

- Competitive Salary for equivalent non-profits
- Employer contribution to Healthcare benefits
- Two weeks paid vacation and five sick days per year
- Expenses covered include Paid Parking, Phone, and Partial Mileage (not including commute)

### **ADDITIONAL**

- Must be available to work evenings and weekends for events as needed

**\*\*Please submit all letters and resumes to [EDSearch@capeusa.org](mailto:EDSearch@capeusa.org) \*\***