



Asian Pacific American Dispute Resolution Center
1145 Wilshire Blvd., St. 100 | Los Angeles, CA 90017
Tel: (213) 250-8190 | Fax: (213) 250- 8195
www.apadrc.org

JOB ANNOUNCEMENT

POSITION: Executive Director

ORGANIZATION: Asian Pacific American Dispute Resolution Center (APADRC)

Founded in 1989, the Asian Pacific American Dispute Resolution Center provides low-cost mediation and conflict resolution services to the diverse communities in the Los Angeles region, and focuses on reaching traditionally underrepresented and underserved communities which face barriers such as language, culture, and income. The APADRC strives to improve human relations and race relations by addressing complex, cross-cultural community conflicts and their root causes through collaboration with community partners. We are dedicated to serving traditionally under-served and underrepresented people in order to ensure equal access for all.

Position Description:

The Executive Director is responsible for the overall administration and leadership of the Asian Pacific American Dispute Resolution Center, and works jointly with the board to develop and implement the vision, goals and work plans for the organization. One of the major responsibilities is raising funding for the organization by writing grants, holding fundraisers and building relationships with donors.

Responsibilities:

1. Strategic Vision and Program Development:

- Develop a clear vision for implementing the mission of the APADRC in consultation with the Board of Directors and the rest of APADRC's staff;
- Manage the development, implementation and assessment of APADRC's strategic plan with input from the Board, staff, members, allies, and supporters;
- Work with staff to ensure APADRC develops and implements viable annual work plans that advance the strategic plan.

2. Fundraising and Development:

- Create, implement and manage APADRC's fundraising and development plan with the goal of maintaining a budget of at least \$250,000;
- Ensure the organization's long-term fiscal health and viability;
- Serve as the main liaisons to APADRC's foundation funders;
- Develop a strategy for expanding APADRC's current pool of foundations and individual donors.

3. Contract Management:

- Manage APADRC's two contracts with the county and ensure all goals are met;
- Make sure all foundation and corporate grant requirements are met;

4. Staff Management:

- Recruit, develop, and lead APADRC's management team and staff;



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- Recognize the importance of and promote diversity in the recruitment of staff and volunteers;
- Ensure that job descriptions are updated, that regular performance evaluations are held, and that sound human resource practices are in place, including compliance with all state, local and federal employment regulations;
- Maintain a climate which attracts, keeps and motivates a diverse staff of top quality people.

5. Organizational and Financial Management:

- Ensure APADRC is in compliance with all legal and regulatory requirements and that APADRC has the necessary day-to-day systems and resources for effective operation of the organization;
- Clearly understand APADRC's overall financial position, monitor the organization's finances and operations in relationship to the approved budget;
- Present regular financial reports to the Board and submit an annual budget to the Board for review, revision, and approval.

6. Board Development and Management:

- Develop, maintain, and support an effective Board of Directors;
- Prepare quarterly board reports before each full meeting of the Board of Directors with updates on APADRC's overall work and status.

7. Act as a Key Spokesperson for the APADRC:

- Represent APADRC in the community to increase APADRC's and issue visibility;
- Serve as a primary media contact for the organization and provide direction on messaging;
- Build relationships with potential new partners;
- Coordinate and share spokesperson responsibilities with staff, board, and member leaders.

Desired Qualifications:

- At least 2 years grant writing experience
- At least 2 years fundraising experience
- Excellence in organizational management with the ability to manage staff, develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- Must be a team-player and have a commitment and ability to lead in an equitable, collaborative work environment;
- Bilingual in English and an Asian or Pacific Islander language or Spanish is a plus
- Background and experience in conflict resolution or mediation
- Skilled in cultural awareness and adept at navigating complex cultural dynamics.
- Highly independent, with strong organizational and time management skills.
- Possess integrity, a strong work ethic and a strong commitment to upholding the APADRC's mission
- Ability to facilitate meetings and build consensus;
- Ability to work with diverse groups and constituencies and have a strong commitment to supporting communities of color and anti-racist work;
- Ability to travel and work flexible hours
- Must own a car registered and insured in California



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- Must have valid CA driver's license
- Legal authorization to work in the United States (unfortunately we cannot sponsor anyone for work visas at this time)
- A degree in a related field or commensurate experience.

Salary & Benefits

- Salary: \$40,000 - \$50,000
- Mileage reimbursed
- Monthly parking offered

How to Apply

Those interested should email a cover letter and resume outlining their skills and interests to:

Eric Wat, Interim Executive Director
Asian Pacific American Dispute Resolution Center (APADRC)
1145 Wilshire Blvd., Suite 100
Los Angeles, CA 90017
E-mail: eric.wat@apadrc.org

Deadline: open until filled

The APADRC is an Equal Opportunity Employer.