

**National Council of Asian Pacific Americans (NCAPA),
A Project of Tides Center**

Job Title: National Director

Reports to: NCAPA Chair

FLSA Status: Exempt, Full-time

Prepared Date: August 19, 2014

Organizational Background:

The National Council of Asian Pacific Americans (NCAPA), founded in 1996, is a coalition of over 30 Asian Pacific American organizations around the country. Based in Washington D.C, NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

With the organization at a critical juncture in its growth, this newly created position is a great opportunity for a candidate with strong organizational development and fundraising skills. The organization currently has two full time staff including a Program Director and Administrative Assistant who implement an annual Policy Summit, coordinate May Heritage Month events and activities, support day-to-day external and internal communications, and provide administrative support to the coalition.

POSITION SUMMARY:

NCAPA seeks a dynamic and experienced National Director to lead the coalition's work to shape and implement a joint policy agenda. The National Director will ensure the coalition's agenda and leadership are represented on Capitol Hill, in the White House and with Federal agencies.

The National Director will directly supervise the Program Director who is the primary liaison with the NCAPA membership and policy committees. The National Director will report to the NCAPA Chair and work closely with the NCAPA Executive Committee (EC). NCAPA is a fiscally sponsored project of Tides Center.

This is a full-time position based in Washington, DC. Salary will be based on experience. The National Director is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communications and External Relations

- Liaise with external stakeholders, primarily congressional, Administration, and federal agencies in order to ensure that they have a clear understanding of NCAPA policy priorities;
- Together with the NCAPA EC, represent and promote NCAPA's work externally, including at meetings with stakeholders, conferences, and strategy sessions, as well as with community and mainstream media;
- Oversee development of comprehensive external communications plan and annual workplan of a communications consultant to increase visibility and strategic positioning of NCAPA to national policy makers and AA & NHPI audiences;
- Ensure that NCAPA EC and members are aware of requests from external stakeholders and recommend responses;
- Identify and participate in opportunities to promote the organization's profile, goals and advocacy through ongoing networking with relevant stakeholders; and
- Speak on behalf of the coalition at conferences, on webinars and in other fora, requiring frequent local travel and some national travel.

Coalition Management, Policy Advocacy and Strategy

- Work with NCAPA staff to ensure smooth and effective communications and transparent decision making processes with member organizations and committee co-chairs, including rapid response implementation;
- Provide guidance to program staff and committees in the development of policy-related materials, statements, letters, and blog posts related to NCAPA's policy priorities for a range of audiences;
- Participate in national strategic alliances and coalitions that further NCAPA's policy agenda; and
- Provide overall guidance to committee chairs on strategy development around policy issues, and opportunities for collaboration and synthesis across the network;

Organizational Development and Fundraising

- Together with EC and coalition members, develop, implement and evaluate an annual work plan to advance the strategic vision for the organization;
- In conjunction with the NCAPA EC's Vice Chair of Development and Communications, oversee the coalition's fundraising efforts including writing proposals, identifying prospective funding opportunities, and implementing a development plan to raise funds to meet the budget for the annual work plan; and
- Provide direction and focus to engage the resources, energy and development of the NCAPA EC

Finance and Management

- Monitor the cash flow of the organization, review monthly financial reports from our fiscal sponsor, and together with the NCAPA EC Treasurer, keep the EC informed about the financial status of the organization.
- In conjunction with the NCAPA EC Treasurer, prepare annual operating budget for review and approval by coalition members.
- Serve as chief administrator and be responsible for compliance with fiscal sponsor policies, ensuring that legal responsibilities are met;

- Hire, fire, supervise and support paid staff and consultants;
- Ensure that staff and consultants operate in accordance with the mission & annual plan of the organization
- Ensure implementation of Tides personnel policies, staff development and annual evaluations.

EDUCATION AND EXPERIENCE:

- Master's degree or equivalent job-related work experience.
- Background in policy advocacy and coalition management.
- Minimum of ten years of job-related experience.
- Demonstrated success in working within and managing coalitions.
- Non-profit management and fundraising experience preferred. Experience with national policy advocacy and coalitions a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong policy research and analysis skills.
- Outstanding written and oral communication skills, including public speaking experience.
- Leader with capacity to innovate, negotiate conflicting viewpoints, and make quick adjustments in work plan and strategy in response to rapidly changing environment and priorities.
- Attention to detail.
- Ability to prioritize and multi-task while maintaining broader vision as context for work.
- Must be able to read, write, and communicate fluently in English.
- Knowledge of national Asian American and Pacific Islander policy landscape and organizations

ORGANIZATIONAL RELATIONSHIPS:

- NCAPA Executive Committee;
- NCAPA Staff;
- NCAPA Coalition members;
- NCAPA policy committees & their co-chairs;
- NCAPA External partners such as the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) & the Congressional Asian Pacific American Caucus (CAPAC);
- Community allies such as NAACP, NUL, NCLR & NCAI
- Federal agencies; and
- Current and potential funders and foundations

PHYSICAL DEMANDS:

Work is generally sedentary in nature, with numerous meetings either face-to-face or via conference call. Applicant must be able to navigate the DC Metropolitan Area as well as other occasional domestic travel, by public transportation car or other means. Applicant must be able to sit at a desk and work on a computer around 5 hours a day, lift and transport up to 25lbs.

WORK ENVIRONMENT:

The NCAPA office is virtual. So, applicant will be working remotely the majority of the time from their own home or chosen space. Mail is collected at the virtual location by NCAPA staff. The virtual office also provides NCAPA with phone and voicemail service. When meeting time and essentials are needed, the virtual space has a variety of meeting options from small private meeting rooms to large board rooms. General office equipment and wifi are available at the virtual office for processing paperwork. The office space has no hazardous or unpleasant conditions caused by noise, dust, etc.

TO APPLY:

Successful applicant must be able to start immediately upon hire. Applicants will be accepted through **Friday, September 12, 2014**. To apply, please email single PDF with cover letter, 2-page resume, 3 references, and salary history to ncapajobs@ncapaonline.org with subjectline "NCAPA National Director." Only applicants being considered for position will be contacted. Rolling interviews will be conducted for this position. **No calls please.** More information about NCAPA is available online at www.ncapaonline.org