

Title: DIRECTOR**Reports to:** Co-Chairs and Steering Committee of API Equality-LA**Posting Date:** April 2011

(The Steering Committee is the advisory body composed of the APIELA Co-Chairs, committee leadership, and at-large members)

Location: Asian Pacific American Legal Center—Downtown LA.**Classification:** Exempt, Full-Time (40-hr/wk), plus Benefits**Salary:** \$60,000-65,000 (depending on experience)**Term:** Full-time Hire Date: Vacant until Filled. Desired Start-date: August 1st**AGENCY DESCRIPTION**

API Equality-LA advocates in the Greater Los Angeles Asian and Pacific Islander (API) communities for fair treatment of lesbian, gay, bisexual and transgender (LGBT) people and marriage equality. API Equality-LA also participates in a range of marriage equality coalitions, such as the statewide "Let California Ring" (LCR) campaign and Q*POC (a queer people of color coalition in Los Angeles) to ensure that Southern California APIs are included in the broader marriage equality discussions. There are five standing committees (Faith, Fundraising, Media/Website, Outreach/Recruitment, and Public Education) as well as ad-hoc committees as needed. API Equality-LA is fiscally sponsored by the Asian Pacific American Legal Center (APALC) and is funded through various private resources and foundations, including the Liberty Hill Foundation and the Arcus Foundation.

JOB SUMMARY

The Director will oversee the overall work and growth of the organization, including fund development, the development of its short and long-term strategic plan, the implementation of its work plan, and support for various administrative and programmatic functions with emphasis in the areas of public education, outreach and recruitment (i.e., the API, faith, and youth communities), leadership development, and communications. The Director will work closely with the Steering Committee and Co-Chairs in carrying out these responsibilities and will be responsible for the overall functioning of the organization, including the supervision of staff, interns, or other volunteers. The Director will also serve as a spokesperson to media, help maintain external relations, and represent APIELA in coalition efforts, and oversee volunteer recruitment.

ESSENTIAL FUNCTIONS

- Manage, implement, and update the strategic plan
- Work closely with the co-chairs and all committees to ensure the short/long term goals and objectives of the organization are fulfilled

- Oversee volunteer recruitment strategies, orientation, and management in concert with Community Organizer and committees.
- Attend coalition-related events as its representative and spokesperson of the organization, if appropriate, including but not limited to local, regional or national meetings and conference calls.
- Work closely with the Fundraising Co-Chairs and committee to carry out fundraising functions (donor liaison and cultivation, helping to plan fundraising events)
- Fiscal (budget, cash flow) and grant management (proposals and reports) of the organization
- Serve as the public face of API Equality LA, taking a lead role in press events and along with the Co-Chairs represent the organization to the media
- Assists with cultivating and maintaining relationships with endorsing organizations, prominent individuals, and other stake-holders
- In concert with the Steering Committee, solicit, strengthen, and solidify collaborative relations with coalition partners and/or other community groups, including API Equality-Northern California, LCR, Q*POC, etc. by developing relationships and working with them on common projects
- In concert with Steering Committee, develop and nurture leadership of the organization (recruitment and coordination of the Steering Committee and committee chairs)

- Facilitate meetings/discussions as needed
- Supervise staff, including the Community Organizer, interns, and volunteers
- Assist Committee Co-chairs with committee activities, as needed
- Oversee day-to-day operations of the coalition
- Other responsibilities per discussions with the Co-Chairs and Steering Committee

QUALIFICATIONS:

- College Degree with classes in social welfare, public policy or related field and/or minimum three years program leadership, community organizing and/or social services experience
- Minimum of three years experience in supervisory or leadership position in a program or organization
- Excellent management skills, including facilitation of strategic planning process, prioritization of work, budget and people management
- Knowledge, contacts and experience working with the Asian and Pacific Islander and/or the LGBT communities in Los Angeles
- Demonstrated experience working collaboratively with coalition partners and with diverse communities and organizations
- Demonstrated commitment to social justice and interest in advocacy and public policy
- Strong organizational, verbal and written communications skills, including public speaking skills
- Ability to work independently and is a self-starter
- Ability to multi-task and operate efficiently and effectively in a fast-paced environment
- Ability to work well with diverse personalities and work styles
- Experience in fundraising, developing and implementing budgets, and overseeing the financial operations of the organization
- Pleasant and professional demeanor
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Database management software, internet and e-mail
- Ability to travel occasionally
- Proof of United States work eligibility

PREFERABLE REQUIREMENTS

- Graduate education or degree in relevant area such as social welfare, public policy, public administration, or law
- Experience conducting voter education efforts, including working on relevant campaign measures
- Bilingual in an Asian language
- Communications experience (e.g., press kit development, media advisory writing, website development and/or maintenance skills, message research process)
- Proficiency in Web 2.0 (Twitter, Facebook, Googledocs/calendar, etc.)

To apply, please send a cover letter, resume, and a list of references to Marshall Wong (mwong68509@aol.com).