



55 Columbus Street
San Francisco, CA 94111
www.asianlawcaucus.org

POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR

At a time when civil rights are treated more like luxuries than America's promise, the Asian Law Caucus continues to be a leader in protecting the rights of Asian American and Pacific Islander (AAPI) communities. As the nation's first legal and civil rights organization serving the low-income Asian Pacific American communities, the Caucus has provided legal services, community education, community organizing, and advocacy assistance to low-income, immigrant individuals and communities since 1972. The Caucus is now positioned, both financially and strategically, to open a powerful, new chapter in its history and is seeking an Executive Director with the passion and vision to lead the organization into its 40th year and beyond.

The Executive Director position presents a unique opportunity for a strong, dynamic individual to advance a vision of progressive social values for AAPIs at a pivotal time of growth and change for both the Caucus and the community. The ideal candidate will have the proven leadership, commitment and skills to lead the Caucus through an expansion of programs and infrastructure, while leading a talented and dedicated staff and management team. The Executive Director will report directly to the Board of Directors, manage all aspects of day-to-day operations, oversee a growing budget of \$2 million, supervise a staff of 21, act as the chief spokesperson, and ensure that the Caucus is well-positioned now and in the future with effective programs, sufficient resources and a reputation for integrity.

KEY RESPONSIBILITIES

STRATEGIC DIRECTION AND PROGRAM DEVELOPMENT

Shape and implement the Caucus' strategic direction and ensure that programs and activities are relevant and responsive to the needs of the community, including:

- Engaging in consistent, thoughtful and effective planning, and ensuring that the organization is making deliberate choices on a daily basis that support longer term strategies
- Working effectively with board, staff, alumni, community members and supporters so that they are informed about and meaningfully engaged in the Caucus' work.

COMMUNITY, STAKEHOLDER AND PUBLIC RELATIONS

The Executive Director is the Caucus' key spokesperson and ambassador responsible for:

- Securing the Caucus' representation and leadership in local, state and national coalitions, collaborations and organizations
- Providing consistent, timely and accurate information on issues important to AAPI communities to media, funders, governmental agencies, community members and the public
- Maintaining ongoing contact with key stakeholders including major donors, funders, community leaders and alumni
- Ensuring that all communications reflect the philosophical, cultural, political and strategic priorities of the Caucus.

ORGANIZATIONAL AND RESOURCE DEVELOPMENT

Maintain and develop the financial, human and community resources needed to support a vibrant, active and growing organization; ensure that the Caucus meets governmental, funder, contractual and ethical requirements in all aspects of its day-to-day operations by:

- Planning strategic growth and effectively directing the implementation of fund development efforts
- Ensuring that the organizational and administrative infrastructure are effective, with ongoing leadership and skills development for staff, board, law clerks and volunteers
- Integrating work plans for current programming, ongoing fundraising efforts, program development, and strategic planning
- Overseeing fiscal and organizational management and ensuring that these meet legal and ethical criteria, while maintaining appropriate risk management practices
- Ensuring that the Caucus' financial systems and reports are accurate, useful, and supportive of strategic decision making
- Working closely with the Executive Committee of the Board to nurture the health and engagement of the Board of Directors
- Ensuring that all personnel practices are consistent with the policies and philosophies of the Caucus.

REQUIRED QUALIFICATIONS

As both the chief administrator of the Caucus and a public face for the organization, the Executive Director should demonstrate a unique blend of qualities and skills that reflect a passion and commitment to the Caucus' mission, ideally the following:

- Minimum five-year successful track record in a leadership role promoting social change
- Successful track record and experience working with a variety of AAPI groups on civil rights issues and other problems facing low-income, immigrant and refugee populations
- Experience in nonprofit management and development, including skills in complex financial management, donor cultivation, fundraising, human resources, leadership development, and nonprofit Board development
- Proven ability to successfully plan, implement and deliver strategic results while maintaining the flexibility to respond quickly and effectively to sudden changes in the nonprofit environment
- Highly effective interpersonal, leadership, consensus and coalition-building skills, with ability to forge new relationships and foster existing ones
- Excellent oral and written communications skills; ability to persuade others
- Demonstrated ability to manage multiple priorities, meet deadlines, work well with others under pressure, and multi-task
- Minimum B.A. or M.A. in relevant academic discipline, or equivalent directly-related experience

PREFERRED QUALIFICATIONS

- J.D. and experience either in the practice of civil law or in public interest advocacy and litigation
- Ability to speak or write in an Asian or Pacific Islander language
- Demonstrated experience working in collaborative legal settings and coalitions with other non-legal groups
- Demonstrated experience and effectiveness in program development and oversight
- Demonstrated experience raising significant donations from individuals and foundations

COMPENSATION

The salary will be competitive and commensurate with the candidate's experience and qualifications. A full benefits package is included.

APPLICATION PROCESS

CompassPoint Nonprofit Services has been retained by the Asian Law Caucus to conduct the candidate search. Applicants should send their resumes and cover letters describing their qualifications, salary requirements and interest in the position to ALC.EDsearch@compasspoint.org by October 14, 2011. Please reference "ALC ED Search" in the subject line. Resumes without cover letters will not be considered.

Final hiring decision anticipated in early November for a start date in early December 2011.

The Asian Law Caucus is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, or religious affiliation.