



Executive Director Job Announcement

Applications due: November 6, 2020

The [Asian Pacific Institute on Gender-Based Violence](#) (“the Institute”/API-GBV) is entering an exciting new stage of our organizational history. We are seeking a talented leader who will guide us through a period of strategic assessment and growth while also ensuring organizational stability and staff well-being.

Building on our current relationships and accomplishments, API-GBV seeks to expand our reach, strengthen our partnerships, and launch new strategies to shift power in a way that enables underrepresented voices to more forcefully impact their communities. Central to our work is the recognition of the intersection of race, income, immigration status, and gender.

The Institute’s former and founding director retired in July 2020 after providing expert leadership at API-GBV and in the field for over 20 years. Since that time our interim director has continued to stabilize and strengthen our overall infrastructure, board, and staff team as we ready ourselves for this significant transition.

The Executive Director supervises the Directors’ Team, comprising the Director of Finance & Administration, the Director of Policy, and the Director of Programs. The position reports to the Board of Directors, which currently consists of 5 members. Our staff includes 12 full-time and part-time members. Seven staff members are based in the Oakland, CA office and five are remote. Presently, API-GBV has an annual budget of nearly \$2 million.

ABOUT US

API-GBV is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian/Asian-American and Pacific Islander (AAPI) communities. We envision a world free of gender-based violence for communities with equal opportunities for all to thrive.

Our mission is to disrupt gender-based violence, which causes physical, sexual, emotional, spiritual, and economic harm within AAPI communities throughout the U.S. and its Territories.

We work together with and within our community to:

- **Uplift** the voices and experiences of the AAPI communities who are impacted by violence
- **Build** capacity through training and technical support for those organizations who serve our communities
- **Engage** allied communities and systems to create shifts in gendered cultural norms and address injustices
- **Educate** our communities to mobilize them to prevent gender-based violence
- **Advocate** for policies and practices that ensure access to essential rights and services

JOB RESPONSIBILITIES

Development/Community Relations (30%)

- Lead fund development activities to maintain and expand a diversified revenue stream from government sources, private foundations, and individual donors
- In partnership with the Directors' Team, serve as the public face of API-GBV, maintaining and generating support from partners, funders, and community members
- Lead development of marketing, communications, and messaging

Leadership and Management (25%)

- Lead the Directors' Team
- Nurture the unifying vision that connects and integrates the Institute's distinct programs and services
- Encourage camaraderie, transparency and input from all levels of the staff and board; Oversee efforts that build a healthy organizational culture, a strong infrastructure and internal capacity, and management structures and inclusive teamwork especially suited to a remote work environment

Governance and Strategy (15%)

- Lead long-range planning and visioning, including assessment of community needs, in partnership with the board and staff
- Oversee strategic planning and implementation to ensure that programs are strategic, high quality, proactive, and responsive to changing needs and opportunities
- Work in partnership with the board to support board development and expansion

Program and Policy Development and Services (15%)

- In collaboration with the Director of Programs and the Director of Policy, clarify program priorities, carry out regular evaluations, coordinate with allies and partners, and consistently identify and research national priorities, needs, and trends of AAPI survivors, their families, and their communities

Finance and Administration (15%)

- In collaboration with the board and the Director of Finance & Administration, develop the budget and provide responsible stewardship of the finances
- Ensure that the critical business functions of the organization meet the required legal compliance, including finance, government regulations, and HR

EXPERIENCE AND QUALITIES

Required

- Senior leadership experience (5+ years) in nonprofits or other government or social service organizations
- Extensive experience in direct services, research, and/or policy with a focus on domestic violence, women's rights, violence prevention, the impact of trauma, and/or other related gender justice issues
- Understanding of issues related to gender-based violence and strategies employed to address related issues
- Proven track record in fundraising, including prospecting private foundations, individual donors, and government and corporate support at the local, state, and federal levels. Experience with federal grants is especially helpful.
- Significant experience working in or engaging with multiple AAPI communities and other diverse communities
- Experience supervising multiple staff members, building strong teams, and supporting a healthy and inclusive organizational culture
- Experience developing a strong partnership with a Board of Directors
- Collaborative people skills including empathetic listening, honesty and transparency, and clear communication and flexibility

Preferred

- Excellent public speaking and writing skills for a wide range of audiences
- Understanding of and experience with the impact of trauma
- Bilingual in an AAPI language
- Experience managing a remote workforce

WORK ENVIRONMENT

Our office is based in Oakland, CA. The Executive Director's location is flexible with an option to work remotely, though it is preferred that they live in the San Francisco Bay Area in order to be near the majority of the staff. The Executive Director is expected to travel an average of 10-15% of the time in order to attend meetings and/or conferences. In addition, an Executive Director located outside of the Bay Area should be able to spend 5 days a month in the Oakland office.

How to Apply: Please send a letter of interest and your resume in one PDF document to EDsearch@api-gbv.org by November 6th, 2020. **We would like the selected candidate to start in January or February 2021.**

Compensation: The annualized salary range is \$125,000-\$140,000. We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401(k), and paid vacation/sick time.

Equal Opportunity Employer: The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the LGBTQI communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

For more information, please see www.api-gbv.org.