

Executive Director Position Announcement

The National Association of Asian American Professionals (NAAAP) is a 501(c)(3) non-profit, all-volunteer organization that cultivates and empowers Asian leaders through professional development, community service, and networking. Founded in 1982, NAAAP has a presence in thirty cities in the United States and Canada with a national all-volunteer (outside of the ED role) leadership team that coordinates national/international programs and events. NAAAP has more than 5,000 active members, and our programs reach more than 20,000 people each year. NAAAP is a pan-Asian organization that engages individuals representing diverse educational and professional backgrounds.

NAAAP has a long history of being a volunteer-run, grassroots organization. We are guided by a National Board of Directors made up of senior executives. The volunteer leaders that make up the NAAAP national team are led by the Executive Director, who reports directly to the chair of the National Board of Directors or designee as assigned by the board.

QUALIFICATIONS

- Minimum five years of professional experience in a management capacity of a corporate, nonprofit, or government organization with annual revenues of \$500,000 or more.
- Minimum three years of paid experience in directly managing contractors, employees and volunteers, with capabilities to manage staff and volunteers virtually.
- Minimum three years of volunteer experience, preferably for organizations that emphasize an appreciation for the Asian and/or Pacific Islander community.
- Minimum three years' experience in fundraising and managing client or sponsor relationships.
- As the spokesperson for NAAAP, candidate must have strong public speaking skills, executive presence and a professional image.
- Evidence of leadership effectiveness – particularly in integrity, accountability, communication, team development, leading people/projects and inclusiveness. Candidates will be asked for examples of building relationships quickly when joining a new organization; influencing diverse leveled stakeholders; working within a multi layered organization; having a disciplined approach.
- Record of driving operational performance, with an ability to accomplish all tasks in a quality and timely manner, both independently and cooperatively in a team environment.
- Frugal disposition and understanding of financial management.
- Strong organizational and time management skills, with track record of self-initiative and reliability.
- Excellent project management and event planning skills.
- High energy individual who exhibits a balance of “big picture” and attention to details. Must have evidence of results-orientation and passion in engaging volunteers.
- Bachelor's degree or higher in business admin, nonprofit management or related field.
- Travel as required, usually no more than once every two months for an event or meeting.
- Must be legally authorized to work in the United States.

RESPONSIBILITIES

Leadership & Management

- Lead and develop capabilities of the NAAAP National Administration team and work collaboratively with national staff to ensure smooth operations of all NAAAP **National functions**.
- Organize and attend **national board of directors** meetings, which are typically scheduled once every two months.
- Attend the **Presidents Council** meetings (typically quarterly) and provide assistance and support for chapter leaders as needed.

- Work collaboratively with volunteer leaders to ensure successful implementation of NAAAP **National programs**, including the Leadership Convention, National Leadership Academy, Speakers Bureau, NAAAP Pride, Self-Care & Wellness, Women in NAAAP! and other National programs.
- Participate in NAAAP's **strategy** development.

Finances

- Maintain familiarity with NAAAP's financial records, compliance, and tax records.
- Work collaboratively with NAAAP National's Chief Financial Officer and external accounting firm to ensure regular, accurate, and timely reporting for the organization to the Board of Directors and internal stakeholders.
- Develop and ensure adherence to financial policies, processes, and goals.
- Practice frugality, cost efficiency, and cost controls for the organization's finances.

Fund-Raising & Sponsor Management

- Develop and execute strategies for fund-raising and business development.
- Work collaboratively with national staff to ensure full effectiveness of NAAAP National's fund-raising and business development efforts.
- Maintain and enhance relationships with current sponsors
- Identify new sponsors to drive growth and ensure continuous sponsor support.

External Relations

- Promote NAAAP's vision, mission, and values, and help enhance NAAAP's public image.
- Perform role as a key spokesperson for the organization.
- Represent NAAAP to donors, supporters, stakeholders, strategic partners, communities, civic organizations, regulatory bodies, and the general public.

COMPENSATION & OTHER INFORMATION

This Executive Director role will be an at-will full-time employment by NAAAP National, i.e., estimated 40 hrs. per week.

Salary: \$80k yearly base. No additional benefits. This will be considered a 1099 employment arrangement. This role will ideally be a 3-year commitment.

Evaluations: There will be a monthly (30/60/90) performance evaluation and feedback/coaching with a national board member; and annual 360 performance evaluation. There is an annual performance review with a potential yearly increase.

Holidays &

Paid Time Off: This role has 9 paid holidays, 2 floating holidays and 15 paid time off days.

Job Location: Virtual/work from anywhere. Must have reliable technology/equipment.

Timeline: NAAAPs goal is to name the Executive Director by June 1, 2022.

APPLICATION

To apply for the role of the Executive Director position, please send the following attachments to Catharine Kelley, NAAAP's Chief Talent Officer at catharine.kelley@naaap.org by **April 15th, 2022**:

- A cover letter stating your interest for the position and examples from your past experience that makes you a qualified candidate.
- Your résumé or curriculum vita.
- A list of at least three references who can attest to your qualification for this role as described in this announcement.
- For additional information, please go to: <https://www.naaap.org/get-involved/lead/>