

## **JOB ANNOUNCEMENT**

### **National Director, National Council of Asian Pacific Americans A Project of Tides Center**

#### **Organizational Background:**

The National Council of Asian Pacific Americans (NCAPA) brings together over 30 national organizations that work with leadership, and ethnicity- and policy-based Asian American (AA) and Native Hawaiian & Pacific Islander (NHPI) constituencies around the nation, aimed at the following:

1. To influence policy for the AA & NHPI communities at the national level with regard to civil & human rights, education, health equity, housing and economic justice, and immigration;
2. To ensure inclusion of AA & NHPI experiences, stories and narratives at the national policy level and in media;
3. To strengthen our member organizations through leadership development, civic engagement, and grassroots mobilization;
4. To serve as a hub for our member organizations through collaboration, strategizing and convening of programs and campaigns;
5. To be a prominent ally among our national racial justice and equity partners (e.g. National Council of La Raza, NAACP, National Urban League, National Congress of American Indians)

#### **Overview:**

NCAPA seeks a dynamic and experienced National Director to lead the coalition's work to shape and implement a joint policy agenda. This is a full-time position based in Washington, DC. Salary based on experience. The National Director will ensure the coalition's agenda and leadership are represented on Capitol Hill, in the White House and with Federal agencies.

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 three full time staff, including a Policy and Operations Manager, a Policy and Membership Manager and a Communications Associate, 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. The National Director will directly supervise NCAPA staff, who are 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 project of Tides Center.

## **Specific responsibilities include:**

### *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 Executive Committee (EC) Leaders, 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 contractor to increase visibility and strategic positioning of NCAPA to national policy makers and AAPI 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.
- Speak on behalf of the coalition at conferences, on webinars and in other fora.

### *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 with 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 organization;
- In conjunction with the Vice President 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;
- Provide direction and focus to engage the resources, energy and development of the Executive Committee

### *Finance and Management*

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

### **Qualifications:**

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

### **Compensation:**

- Full-time position to be located in Washington, D.C area.
- Salary commensurate with background and experience
- Health, dental and vision benefits, plus retirement plan.
- Successful applicant must be able to start immediately upon hire.

### **To Apply:**

Applications will be accepted until **June 22, 2015**. Please email a single PDF with cover letter, 2-page resume, 3 references, and salary history to [ncapajobs@ncapaonline.org](mailto:ncapajobs@ncapaonline.org) with the subject line "NCAPA National Director Application." Only applicants who are being considered for the

position will be contacted. Rolling interviews. **No calls, please.** More information about NCAPA is available online at [www.ncapaonline.org](http://www.ncapaonline.org).

NCAPA is an Equal Opportunity Employer