



JOB ANNOUNCEMENT

PRESIDENT & EXECUTIVE DIRECTOR

ASIAN AMERICAN JUSTICE CENTER, WASHINGTON, DC

Founded in 1991, the Asian American Justice Center (AAJC) is a nationally recognized organization with a mission to advance civil and human rights for Asian Americans and to build and promote a fair and equitable society for all. The organization has a prominent role in shaping and forging a national Asian American and civil rights agenda and is an established presence on Capitol Hill. AAJC crosses boundaries to collaborate with a wide range of allies in the legal advocacy and civil rights movement that reach beyond Asian American communities.



ASIAN AMERICAN
JUSTICE CENTER

MEMBER OF
ASIAN AMERICAN CENTER
FOR ADVANCING JUSTICE

Background

AAJC conducts research, develops and advocates for policy solutions, litigates cases, educates the public and engages with a wide base of informed and strategic Asian American and other community leaders on the local, state and national level. **AAJC** carries out programming in partnership with three regional affiliates—the Asian Pacific American Legal Center (APALC) in Los Angeles, the Asian Law Caucus (ALC) in San Francisco and the Asian American Institute (AAI) in Chicago—and the Community Partners Network consisting of 118 community-based organizations in 30 states and the District of Columbia.

Some highlights of **AAJCs** recent work include: a successful push to expand voting rights of immigrant groups, the fight for immigrant family unification in the debate on comprehensive immigration reform, galvanizing communities to participate in higher numbers to combat underrepresentation in the census count, battling against hate crimes, fighting the negative portrayal of Asian Americans in the media and under representation of Asian American appointments in the judicial system and in the media.

Based in Washington D.C., **AAJC** has a 19-person staff and an annual budget of approximately five million and growing. More information can be found at: www.advancingequality.org.

Strategic Direction

Moving into the future, **AAJC** is uniquely positioned to advance a national civil and human rights agenda. The organization is entering the third year of a bold 10-year strategic plan. A centerpiece of the strategic plan is formalizing and strengthening relationships with the three regional affiliates under a shared brand name to effectively develop and pursue a national action agenda and to build a unified voice representing the Asian American community.

In addition, **AAJC** is strongly positioned with an expected major investment that will significantly increase the organization's budget, impact and influence.

Position Summary

The next President and Executive Director (ED) will be a nationally prominent advocate and visionary leader who will shape and lead major organizational evolution and grow civil rights for Asian Americans to a new level. Dynamic leadership will be critically important to ensuring the vision in **AAJC's** bold ten year strategic plan continues to take shape as reality.

The President/ED focuses on relationship-building, fundraising and resource development. S/he conveys **AAJC's** values and vision in a compelling manner and forges strong links with individuals and corporate donors and foundations. The President/ED bridges ethnic and other boundaries to cultivate strong partnerships with organizations working for the civil and human rights of a diverse range of vulnerable populations. The President/ED reports to the Board of Directors and leads a committed and accomplished staff.

RESPONSIBILITIES

Fundraising and Resource Development:

1 Lead the achievement of fundraising goals including expanding capacity and funding relationships to fulfill the strategic plan vision. Build new and maintain existing relationships with individual donors, corporate partners, law firms, foundations, and community leaders.

Advocacy, Relationship and Movement Building:

2 Act as a key spokesperson for the organization and the broad alliance of community organizations and individuals uniting around a national agenda. Lead AAJC in mobilizing the national network of community partners across the country to advance a national agenda.

Organizational, Staff and Financial Management:

3 Work with the Management Team to ensure effective management and operations. Oversee development of the annual budget and maintain operations within budget guidelines. Ensure sound financial management and reporting. Support a positive and transparent organizational culture and commitment to open and direct communication.

Strategy and Programmatic Oversight:

4 Lead the shaping of vision for programs and strategies. Oversee implementation of the organization's long-range strategies, which includes expanding grassroots organizing, new media communications and litigation. Work in close collaboration with affiliate organizations toward the implementation of a successful co-branded identity.

Board Development:

5 Form a strong partnership with the Board of Directors and its committees and implement Board policies and directives.

QUALIFICATIONS: EXPERIENCE SOUGHT

- Successful leadership experience in the civil or human rights field.
- Experience working with ethnically and economically diverse populations; preferably within a wide range of Asian American communities.
- Proven ability to be a strong and compelling advocate and spokesperson in a range of venues: community based settings, on Capitol Hill, in funder circles and through media.
- Demonstrated track record in raising funds from individual donors, corporations, public and private foundations, strategic relationship building and attracting donor investment.
- Successful experience managing collaborations, coalitions and partnerships, both on a national and local level.
- Experience working effectively with boards of directors.
- Experience developing and implementing strategic plans.
- Experience in the nonprofit sector. Five years in a senior staff management role desired.

QUALIFICATIONS: SKILLS/QUALITIES SOUGHT

- Strong belief in the mission of AAJC and demonstrated passion for advancing social justice.
- Visionary leader who can conceptualize programs and strategies, manage change, make the vision a reality and attract investment and attention.
- A leadership style emphasizing openness, transparency, integrity, compassion and relationship building. Excellent networking and people skills.
- Stature and personal credibility to ensure that AAJC has a place of prominence on a national level. Politically savvy.
- Skilled at negotiating, building consensus and decision-making.
- Superb written and oral communication skills, including public speaking. Ability to articulate complex issues in a clear manner for different audiences.
- Available to travel frequently throughout the country and sometimes internationally.

SALARY & BENEFITS

Salary will be highly competitive and commensurate with experience. A generous benefits package: includes vision insurance; disability insurance; retirement contribution; long-term care benefits; and life insurance.

APPLICATION PROCESS

Applications should be submitted electronically to aajcsearch@earthlink.net. Include a cover letter describing interest in the position and summary of qualifications; resume with chronological employment history; salary history and expectations.

The application deadline is October 21, 2011.