



Asian Immigrant Women Advocates

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Asian Immigrant Women Advocates www.aiwa.org seeks an Executive Director (ED) who will replace its Founding Executive Director of 30+ years. AIWA works with immigrant workers employed in the Bay Area's garment, home care, hotel, restaurant, assembly and other low-wage industries. AIWA also works with low-income high school immigrant youth in Oakland. AIWA seeks to empower women and youth through education, leadership development and collective action so that they can fight for dignity and justice in their daily lives as well as improve their working and living conditions. Since 1983, AIWA has focused its programs in three major areas: Education, Grassroots Leadership Development and Collective Action. Over the years AIWA's members have built an extraordinary list of accomplishments from campaigns that have been conceptualized, organized and carried out by monolingual and limited-English speaking low-income immigrants.

Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for AIWA's programs, expansion, and execution of its mission. The ED will inspire and guide its staff, key organizers, volunteers, and supporters. The successful candidate will attend to fundraising and donor stewardship generating revenues from multiple sources including government, foundations and individuals. The ED will also sustain relationships with allied community organizations, public officials, and institutions to strengthen AIWA and the social justice movement, overall.

Qualifications

The Executive Director will be thoroughly committed to AIWA's mission and vision. All candidates will have affinity, love, compassion, deep knowledge of aspirations and dreams of immigrants and refugees as well as issues and challenges they face in this country. All candidates should have proven grassroots community organizing experience including leadership, coaching, relationship management, and collective action. Demonstrable fundraising planning and execution in federal, state, and local grantsmanship as well as philanthropic background in foundation and individual donor solicitations are major expectations. In addition to seeking someone with



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motivational leadership qualities, AIWA prefers to find an individual who is grounded in Asian-American communities. Bilingual/bicultural capacity in any Asian language/culture is desirable.

Specific requirements include:

- At least 5 years of senior community organizing and leadership experience; track record of effectively leading and regionally and/or nationally scaling a performance and outcomes-based organization and staff.
- Ability to point to specific examples of having developed and operationalized social justice and movement building strategies that have taken an organization to the next stage of growth.
- Excellence in organizational development with the ability to coach staff, inspire, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Past success working with a Board of Directors with the ability to cultivate new and existing board member roles and relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Demonstrable capacity as lead fundraiser for organizations with varied revenue sources: government, foundations, individual gifts, events, and social media campaigns.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational development, social justice work, and movement building.
- Ability to work effectively with diverse groups of people, especially monolingual and limited-English speaking immigrants and refugees.
- Passion, idealism, integrity, positive attitude, critical thinker, mission-driven, and self-directed – all a Must.

Responsibilities

Leadership & Management:

- Inspire, lead, coach, develop, and retain AIWA's high-performance team of key organizers, staff, and volunteers, often monolingual or limited-English speaking immigrant and refugee women and youth.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and other systems.
- Adapt timelines and navigate resources needed to achieve strategic goals.



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- Actively engage and energize volunteers, board members, event committees, alumni, partner organizations, funders, donors, and collaborators,
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the rollout of national campaigns when applicable.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the women members, board, funders, other constituents and stakeholders.

Fundraising & Communications:

- Meeting fundraising goals from a variety of sectors is a key and major responsibility of the Executive Director.
- Create and execute annual fundraising plans for multiple sources that include grant proposals, major donors and individual gifts, contracted work and foundations.
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously increasing set-aside reserve asset funds.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger message and brand.
- Use external presence and relationships to garner new opportunities for raising funds and increase organizational visibility.

Planning & Organizational Development:

- Design and complete the strategic planning process for AIWA's program expansion into new immigrant and refugee communities.
- Begin to build partnerships in new communities, establishing relationships with funders, and political and community leaders at each expansion site.
- Rebuild AIWA's external local, regional, and national presence that publishes and communicates program results with an emphasis on the successes of local programs as a model for regional and national replication and scale.
- Develop easily-monitored organizational development plans that incorporate projected short and long term goals, deliverables, resources, and evaluation.

How to apply

Click [Here](#) to apply online or by [email](#). Please include a cover letter with your resume. Deadline to apply is **April 15, 2017**. No phone calls please.