



## **Program Director Job Announcement**

**Posting Date:** January 25, 2024

**Location:** Hybrid in Washington, DC or Los Angeles, CA preferred

**Hours per week (average):** 40 hours/week

**Salary Range:** \$125,000 - \$150,000

**Status:** Exempt

### **Position Summary**

The AAPI Civic Engagement Fund (AAPI Fund) was founded in 2013 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders who achieve specific policy, systems, and transformational change. The AAPI Fund is fiscally sponsored by New Venture Fund.

The Program Director is a full-time exempt position whose main responsibility is to support the programming and external communications needs of the AAPI Civic Engagement Fund.

We anticipate the individual holding this position may also work part-time for a coordinated project, the National AAPI Power Fund (Power Fund), in Sixteen Thirty Fund, a 501(c)(4) organization, under a resource sharing agreement between New Venture Fund and Sixteen Thirty Fund. The responsibilities under that position will be overseen by Sixteen Thirty Fund.

We are looking for a seasoned leader with experience in planning, implementing, and promoting, and evaluating programs related to civic engagement, narrative change, and/or strategic research. This is an exciting opportunity for someone who wants to shape compelling narratives about AAPIs to untapped audiences, is skilled at balancing big picture vision with detailed planning, and wants to be part of a nimble team that is passionate about our mission.

## **Responsibilities**

- Work with the Executive Director to determine the organizational strategy on projects promoting strategic research and narrative change.
- Partner with staff and consultants to take projects from start to finish, including participating in strategy conversations, creating detailed plans and timelines, conducting external promotion to increase engagement, supporting and troubleshooting with team members, and assessing project performance and areas for improvement.
- Build relationships with key audiences. This includes local to national advocacy and organizing groups, such as those working on immigration, civil rights, and civic engagement in AAPI communities. This includes media, such as specialty media, political media, and in-language press.
- Strengthen the AAPI Fund's speakers directory and movement resource hub and manage our burgeoning program to counter disinformation.
- Define key performance indicators to assess program impact and develop actionable recommendations to optimize performance, and convey impact and lessons learned in compelling ways to key stakeholders.
- Prepare talking points for panels, press calls, and other interviews and presentations, including providing data points and tailoring for various audiences.
- Prepare marketing and communications products, including emails, website and social media content, memos, op-eds, press releases, media coverage, reports, and presentations.
- Ensure that the brands of the AAPI Fund and the Power Fund, are consistent across platforms, attend to how the brands are perceived, and help maintain organizational reputation.
- Serve as a member of the leadership team supporting organizational vision, strategy, culture, planning, and team-building.
- Participate in other organization-wide initiatives and activities as needed.

## **Qualifications**

The candidate must be someone who can exercise discretion and independent judgment using critical thinking skills. The candidate should be experienced in working with a small team and taking initiative on getting things done in an organized, timely, and reliable manner. An interest in civic engagement, strategic research, and narrative change is strongly desirable and there will be opportunities to develop the candidate's expertise.

## **Core Education, Experience, Knowledge, Skills and Ability**

- Commitment to the AAPI Fund's mission and values, including centering racial justice and equity.

- A minimum of 5 years of full-time equivalent experience in similar positions, with programmatic, communications, and leadership responsibilities.
- Experience working in nonprofit, political, and/or philanthropic settings.
- Demonstrated ability to build strong, collaborative relationships, drawing on a high degree of emotional intelligence and the ability to foster mutual trust and respect.
- Excellent written, oral, and verbal communications skills with special attention given to the audiences addressed.
- Strong project management experience using approaches that are responsive, detailed, and organized.
- Experienced in Microsoft Office, Zoom, WordPress, Google Suite, and social media.
- Comfortable using and tracking data and able to navigate CRM and CMS systems and email and social media analytics.
- Able to exercise independent judgment and problem-solving skills using critical thinking.

#### **Additional Education, Experience, Knowledge, Skills and Ability**

- Direct experience with immigrant and refugee communities, and/or with Asian American and Pacific Islander populations is strongly valued.
- Fluency in an Asian or Pacific Islander language is an asset.
- Understanding of community organizing, grassroots mobilization, community-centered power building, electoral campaigns, popular education, and/or coalition-building is strongly valued.
- Capable of working in a dynamic hybrid work environment.
- Able to communicate via phone and videoconferencing, and to work at a computer for extended periods of time.
- Light lifting of materials and equipment in the typical work environment.

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

#### **How to Apply**

1. Please submit the following documents to: [opportunities@aapifund.org](mailto:opportunities@aapifund.org)
  - a. Cover letter explaining your interest in this position

- b. Resume
2. Include “Program Director” in the subject line of your email
  3. Attach files in a PDF or Word format, LastName\_FirstName\_CL/Resume.
  4. Applications will be accepted on a rolling basis until filled. Preference for applications received by February 23, 2024.

**Hiring Statement**

AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify**

NVF participates in [E-Verify](#) and will provide the federal government with employees’ Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.