



Supporting Survivors,
Strengthening Communities

Job Opening – Executive Director

Job Title:	Executive Director
Job Classification:	Full Time Exempt (40 hours/week)
Position Reports To:	Board of Directors
Application Deadline:	Open until filled, priority for early applicants

API Chaya's Executive Director has a primary role in overseeing programs and coordinating fund development and fiscal management for a budget of over \$1,000,000. The Executive Director reports to the Board of Directors and leads a staff of approximately 15-20 people. The position requires some evening and weekend hours.

API Chaya is a unique and innovative agency serving Asian, South Asian, and Pacific Islander survivors of domestic violence, sexual assault, human trafficking, and other crimes in Washington State through direct advocacy services, supportive counseling, safety planning, and case management. We have a strong emphasis on mobilizing communities to find solutions to end violence. We organize in diverse communities, including immigrant and refugees, young people, LGBTQ, faith-based, and various ethnic groups. We are located in Seattle, WA. For more information about our organization, please visit apichaya.org.

The Executive Director is responsible for providing direction, guidance and leadership, with primary oversight of all organizational activities. The Executive Director takes leadership and holds overall responsibility for upholding the mission, vision, values, and sustainability of the organization, including: fund development, financial management, personnel management, program planning, administration, board relations, and community relations. The Executive Director will help with the strategic plan to ensure that programs, budget, and decision making processes are aligned to meet the vision, mission, and values of API Chaya. In addition, the Executive Director will partner with Board and staff to invigorate and pursue various sources of funding.

API Chaya is seeking an Executive Director who will work collaboratively with the organization's staff and board, as well as community volunteers and leaders, and other women's rights, civil rights, and community-based organizations. The Executive Director must bring a visionary approach to organizational development and



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promote social justice. The individual must be resourceful, highly organized, a team builder and leader, a skilled communicator, results-driven, and open to growth and learning. The Executive Director must be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

ESSENTIAL JOB DUTIES

ORGANIZATIONAL DEVELOPMENT:

- Uphold and advance the mission, vision and values of API Chaya.
- Implement a strategic plan with the leadership team that is based on current programs and program goals.
- Implement a strategic plan with the leadership team in which programs, policies and decision-making processes are aligned with the vision, mission and values of API Chaya.
- Maintain and creatively cultivate a staff culture which is supportive, trusting, challenging, energetic, diverse, and accountable to each other and our communities.
- Assess and improve the organization's internal capacity to conduct API Chaya's programs and administration.

FUND DEVELOPMENT:

- Hire a fund development support position. The fund development position is currently being filled with an interim support person.
- Manage and oversee the fund development position who will be responsible for managing the logistics and implementation of the Executive Director and Board's strategic fundraising direction.
- Actively cultivate relationships and opportunities with a broad spectrum of corporations, public and private grant funders and individual contributors.
- Manage special events (currently API Chaya holds its primary fundraising auction in the spring), grants, broad cultivation and stewardship programs and individual solicitations.
- Manage and empower the Board of Directors, staff and volunteers in their outreach and fund development activities.



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- Assess fund development trends and progress and adjust strategies accordingly.
- Develop and implement a measurable annual development plan to attract and retain a broad base of support.

FINANCIAL MANAGEMENT:

- Monitor the fiscal health and sustainability of API Chaya annually and in long-term planning.
- Collaborate with the Finance & Operations Manager and the Program Managers in developing an annual budget and overseeing its implementation.
- Oversee the annual audit of financial records to monitor compliance with laws, contracts and policies.
- Ensure agency compliance with grant/contract financial requirements.

ADMINISTRATION and PERSONNEL MANAGEMENT:

- Oversee agency operations in keeping with Board policies.
- Serve as the official liaison between the Board and staff and support the Board in their governance and liability responsibilities.
- Oversee development and implementation of all contracts and ensure compliance with legal obligations in partnership with leadership team.
- Take leadership in creating a positive staff environment.
- Facilitate opportunities for professional development for all staff.
- In partnership with the Program Managers, manage and oversee staff hiring, performance evaluations, recognition, and personnel corrective action.

COMMUNITY RELATIONS:

- Represent the agency in coalitions and collaborative projects with other organizations
- Advocate on behalf of API Chaya's constituencies in the public arena and in collaboration with local, state and national advocacy groups.
- Serve as the primary agency spokespeople to the media, community organizations, key stakeholders and the general public.
- Develop and maintain partnerships, collaborations and coalitions with domestic violence, sexual assault, and human trafficking service agencies, Asian Pacific Islander agencies, community groups, and others that will help advance the agency's mission and values.



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REQUIRED QUALIFICATIONS

Minimum of 5 years of demonstrated experience in the following areas:

- Past position as an Executive Director, Senior Development Director/Administrator, or other comparable leadership roles, preferably in diverse, community-based non-profit organizations.
- Outstanding commitment to ending violence against women and API Chaya's mission, values, philosophy and practice.
- Fund development experience with acquisition, cultivation, solicitation and stewardship of individual major and annual donors, corporate funders and grantors.
- Non-profit finance, budgeting, and revenue projections.
- Organizational development, including strategic planning.
- Support and supervision of staff.
- Communication strategies and implementation tactics, including public speaking, media relations and supporting organization leadership in conducting consistent and compelling outreach.
- Ability to work under pressure, multi-task, prioritize, take initiative, resolve conflict and actively problem-solve.
- Collaborative work with diverse communities, including immigrant and refugees, young people, LGBTQ, faith-based, and ethnic groups, especially in the Greater Puget Sound region.

PREFERRED QUALIFICATIONS

- A demonstrated understanding of how domestic violence, sexual assault, and human trafficking impacts communities.
- Use of constituent relationship management (CRM) programs to track funder relationships and monitor fund development progress. Experience with Salesforce is a plus.
- Multilingual and/or multicultural a plus.

API Chaya is an equal opportunity employer and does not discriminate on the basis of race, disability, ethnicity, age, religion, gender identity, or sexual orientation. Survivors



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of sexual assault, domestic violence, and/or human trafficking are encouraged to apply. We strongly encourage people who are bilingual in English and Asian, South Asian or Pacific Islander language and/or identify as lesbian, gay, bisexual, transgender, intersex, queer or questioning and/or person with disabilities to apply.

COMPENSATION

\$70,000 - \$85,000 per year, based on experience. We offer generous personal leave and benefits package including paid vacation, personal holidays, self-care days, sick leave, and health insurance.

TO APPLY

Please send a chronological resume and cover letter explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of API Chaya appeals to you; and (3) why the Executive Director position at API Chaya is the right step for you in your career.

Please submit your resume and cover letter to hr@apichaya.org with the subject "Executive Director" in the subject line.