



Asian Pacific American Heritage Association

6220 Westpark Drive, Suite 245B, Houston, TX 77057

P.O. Box 1408, Bellaire, TX 77402

www.apaha.org

JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR

JOB TITLE: Associate Executive Director (Part-time)

ACCOUNTABILITY: Board of Directors

DIRECT REPORTS: Executive Committee of Board of Directors

PART-TIME COMPENSATION: A competitive hourly rate commensurate with experience, hours not to exceed 25 hours per week.

Note: This role may expand to a full-time capacity as Executive Director in 2022, TBD.

POSITION OVERVIEW

The Executive Director is responsible for leading all aspects of the organization's operations. Through policy and strategic directions defined by the Board of Director's, the Associate Executive Director will help guide APAHA's strategic initiatives and will have overall accountability over program management, fund development through earned and contributed revenue and financial management. S/he will also be responsible for managing a robust network of community partners and volunteers. Through this the Executive Director is expected to strengthen relationships within the community with key stakeholders, including city, county, state, and federal agencies.

RESPONSIBILITIES:

Strategic Planning and Daily Operations:

- Develop and oversee marketing/public relations programs and activities, including implementing regular social media engagement, managing the organization's website, and drafting press releases of artist feature program and other media activities via mailchimp. Build community awareness, confidence, and trust in the organization and its objectives on a local and statewide basis. Serve as chief spokesperson representing the organization in the community and with the media.
- Ensure that the Board has all the information it needs to make informed decisions. Ensure compliance with all regulatory and accreditation bodies and all legal and contractual obligations. Manage operational costs and expenditures and ensure proper book-keeping.
- Implement, support, and manage to balance the spectrum of active programs that serve to promote and enlighten the public re. Asian American and Pacific Islander community interests.

- Provide leadership and oversee all development efforts that enhance the immediate and long-term financial viability of APAHA, including work with the Board of Directors to develop, direct, and implement a resource development plan to meet the long-term financial needs and objectives of APAHA.

Executive Management/Relationship Building:

- Work closely with and take direction and guidance from the Board of Directors. Provide support, education, and leadership to assist them in their roles and responsibilities. Report regularly to the Board, ensuring that they have all necessary information to meet their governance responsibilities.
- Maintain positive relations with government officials, community organizations, and businesses that can advance APAHA’s mission and vision.
- Provide overall vision for workplace environment and arbitrate issues that arise among board members, volunteers, interns and the executive committee. Ensure that personnel management is in accord with regulatory requirements and written policy.

QUALITIES AND EXPERIENCE:

Experienced executive: The ideal candidate will be an experienced executive who can provide strong and innovative leadership in managing change, with direct experience in managing an organization, developing and implementing policy and programs, and creating consensus from different points of view.

Passion for mission: S/he will be a dynamic advocate with commitment and passion to provide recognition of Asian American and Pacific Islander accomplishments, culture, and heritage.

Engaging leader: S/he will bring vision and a strategic perspective to the position and the ability to be a visible, engaging, and trusted partner with the Board of Directors, staff, volunteers, funders, community organizations, and all internal and external constituents.

ABOUT ASIAN PACIFIC AMERICAN HERITAGE ASSOCIATION

APAHA was formed in Houston in 1992 to “promote awareness and increase understanding of the Asian American and Pacific Islander cultures and its diversity through education and celebration,” focusing on the month of May, which is celebrated nationally as Asian American and Pacific Islander Heritage Month and

continuing throughout the year.

Making a strong positive contribution to our community, APAHA collaborates with varied community and educational organizations and provides ongoing educational, cultural and scholarship programs through the greater Houston area. APAHA is a nonprofit 501(c)(3) organization and registered in the State of Texas.

To recognize and promote the accomplishments of Asian Americans and Pacific Islanders and our heritage through education and celebration.

To apply, please send a resume and cover letter to ed@apaha.org and cc. dea@miuraprojects.com, attorney.dave@yahoo.com

