Job Announcement
Posted February 11, 2021

Title: Executive Director

Reports to: Steering Committee of API Equality-LA
Location: Los Angeles, CA (remote during COVID-19)
Classification: Exempt, Full-Time (40 hours per week)
Salary: $60,000-70,000 annually, plus benefits (depending on experience)
Term: Full-time Hire, 90 day introductory period
Date: Vacant until Filled. Desired Start-date: April 1st

Description of Organization
API Equality-LA is an LGBTQ rights and racial justice organization building grassroots community power in Asian & Pacific Islander (API) lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities in the greater Los Angeles area through community organizing, advocacy, and public education. API Equality-LA’s mission is to empower API communities to achieve LGBTQ, racial, and social justice.

As the Executive Director, you will lead a team driven by a shared purpose for collective liberation. We strive to create a trauma-informed work culture based on our values of belonging, integrity, interdependence, vulnerability, and transformative relationships. API Equality-LA is fiscally sponsored by Community Partners (communitypartners.org), the employer of record. To learn more about the organization, please visit apiequalityla.org.

Job Summary
API Equality-LA seeks a highly motivated Executive Director with 3-7 years of experience organizing in Asian and Pacific Islander (API) and/or lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities of color. We seek a strategic, self-directed, and passionate leader with a demonstrated commitment to building grassroots leadership through an intersectional approach to social justice.

The Executive Director will be responsible for leading the organization’s strategic direction, day-to-day functioning, institutional and individual fundraising, financial management, and advocacy programs. The Director will also oversee general program management, communications, and supervision of staff, interns, and volunteers. The Director will serve as a spokesperson for media and public events, help maintain external relations, and represent API Equality-LA in coalition and movement building efforts.

We strongly encourage applications from individuals with lived experience of the issues that API Equality-LA works on and from those traditionally underrepresented in leadership positions, including women, people of color, disabled people, bilingual and bicultural individuals, members of South Asian, Southeast Asian, Pacific Islander communities, and people who identify as transgender, nonbinary or gender non-conforming, queer, bisexual, lesbian, and/or gay.
Essential Functions

Strategic Planning and Capacity Building (10%)
- Design, lead and implement strategic planning to support organizational development and sustainability, including stewarding progress towards 501c3 incorporation.
- Develop annual organizational workplans that incorporate ongoing and emerging community needs.
- Execute periodic assessments to measure and improve organizational effectiveness and growth.

Operations Management and Staff Supervision (15%)
- Ensure continuity of daily business operations through appropriate staffing, resource allocation, and workplans as needed.
- Oversee and ensure compliance with organizational and legal policies and procedures.
- Provide immediate supervision of staff members, including appropriate delegation of responsibilities, performance evaluations, and individual development opportunities.
- Develop and/or facilitate trainings, workshops, curricula, and other resources to support organizational priorities.

Community Organizing, Advocacy, and Movement Building (25%)
- Engage staff, volunteers, and API LGBTQ community members to lead and execute grassroots campaign and advocacy strategies.
- Supervise and strengthen community impact programs, including, but not limited to, volunteer, internship, and training programs.
- Represent and promote organizational interests as needed with public and private institutions, coalitions, policymakers, funders, and community leaders.

Fundraising and Development (40%)
- Oversee and expand existing fundraising programs, including donor cultivation initiatives, fundraising events, and giving campaigns.
- Manage and grow grant portfolio, including identification and submission to new funding sources each year, and execute successful proposals.
- Foster and build strategic relationships to support organization development.

Administration and Communications (10%)
- Manage general media and communications including press releases and media relations, social media strategy, website and newsletter content, and spokesperson duties.
- Oversee management of donor and volunteer databases.
- Monitor financial health and adherence to procedures, including timely financial reports to the Steering Committee.
- Prepare for and co-facilitate Steering Committee meetings. Assist in recruiting and onboarding new Steering Committee members.

Required Qualifications:

1. Minimum three years experience in a supervisory or leadership position in an advocacy, grassroots organizing, or similar community organization
2. Excellent management and supervisory skills, including facilitation of strategic planning processes and project management
3. Knowledge of or experience working on API and LGBTQ issues, including healthcare and mental health, civic engagement, and the political climate relevant to our work
4. Experience leading efforts for grassroots campaign planning and public policy advocacy
5. Experience working collaboratively with diverse coalitions, organizations, and communities
6. Have a personal framework of social change and a strong commitment to intersectional social justice
7. Strong verbal and written communications skills, including public speaking skills
8. Organized, detail-oriented, and accountable, with an ability to work independently and efficiently on multiple projects in dynamic environments
9. Ability to work some evenings and weekends and travel regionally, statewide, and nationally on occasion (post-COVID)

Preferred Qualifications:

1. Demonstrated success in fundraising, including grant writing, individual donor cultivation, and/or fundraising events
2. Experience developing and implementing budgets and financial oversight
3. Experience with organizational development
4. Communications experience (e.g., press releases, messaging, website development and/or maintenance, social media management)
5. Experience with GSuite, CRM databases, email marketing platforms, Stripe or similar payment processors, Canva, and website builders a plus

TO APPLY: Send a resume and a brief emailed description of why you’re interested in the position to Tracy Zhao at tracy@apiequalityla.org. Applications will be accepted and interviews scheduled on a rolling basis. If you have questions about the application process, please reach out via email (no phone calls please). All applicants will be notified of the final status of their application.

PRIORITY DEADLINE: March 5, 2021, applications accepted until position is filled

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.