



## Executive Director

### Full Time / Exempt (40 Hrs.)

Center for Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short- and long-term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, as well as outreach, education, and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community-based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed. CPAF's annual revenue of \$5.4 million consists of government, foundation and corporate grants, annual gala and other event proceeds, and individual and corporate donations and sponsorships.

### RESPONSIBILITIES:

The Executive Director will be responsible for leading and advancing the organization's vision, strategic initiatives, and priorities. Working in partnership with the Board of Directors, the Executive Director will ensure success in resource development/fundraising, board development, program management, budget and fiscal oversight, supervision of employees, marketing, and general nonprofit business operations. The Executive Director will directly oversee the Fiscal Director, Shelter Program Director, Community Program Director, Director of IT & Operations, and Director of Development and Communications. Essential duties include but are not limited to:

#### Resource Development and Fundraising

- In collaboration with the Director of Development and Communications, provide guidance to the planning and implementation of all annual and major gifts fundraising efforts to ensure budget attainment across government, corporate, foundation, individual, and planned giving.
- Develop and lead a donor advancement plan that encourages donors to consider increased levels of giving and results in a formal major giving program.

#### Board Development

- Build and maintain a strong and effective Board of Directors that provides the necessary funding, talent, trusteeship, and support for the organization.
- Develop and support a board development strategy that includes identification, recruitment, orientation, training, and evaluation of the Board of Directors.
- Work closely with the Board Chair to build an effective committee structure that provides opportunities for active engagement by directors.

#### Staff Development and Program Management

- Ensure the delivery of outstanding programs while being innovative in creating new programs that will serve the community through a cultivated deep understanding of domestic violence and sexual assault.
- Serve as a leader for all staff, building a cohesive and collaborative team.
- Inspire staff to achieve the best of their abilities through development and education. Ensure that staff have the skills and tools to implement services that meet the mission, vision, and direction of the organization.
- Based on an understanding of the uniqueness of CPAF being a culturally specific organization, continue CPAF's work of being an anti-racist organization. Practice a culture of accessible language, including deep listening to understand the nuances in cross cultural communications.
- Ensure leadership is rooted in a commitment to equity and social justice with an understanding of the history and impacts of gender violence in the community.

### Budget and Fiscal Oversight

- Execute an annual budget that aligns with the organization's mission, strategic plan, and goals.
- Oversee the program's financial performance with ongoing budget monitoring.
- Work with the Fiscal Director to ensure the establishment and maintenance of sound financial and risk management systems.

### Marketing, Public Relations, Communications, and Partner Development

- Provide support and oversight of all external marketing, communications, and media relations as the organizational spokesperson.
- In collaboration with the Director of Development and Communications, ensure all organizational messaging is rooted in knowledge of legislative, legal, policy and day-to-day issues affecting language access and housing for domestic violence and sexual assault survivors at the local, state, and federal level.
- Communicate effectively with a wide variety of internal and external audiences and inspire others by bringing stories and events to life.
- Develop strong relationships with community partners, including other DV/SA organizations, government agencies, and legal aid agencies.

### TRAITS AND CHARACTERISTICS DESIRED:

The successful candidate will have a passion for providing high-quality services to survivors of domestic violence and/or sexual assault and their families. Emotionally intelligent, the Executive Director will have exceptional interpersonal skills with the ability to interact effectively with all stakeholders. The individual must have strong communication skills, both written and verbal, and must be an active listener.

The individual should be a confident decision-maker and team builder who works collaboratively with staff to improve, grow, and achieve ambitious goals. Proven management experience and the skills to effectively organize, direct, motivate, and evaluate other professional support staff are essential. The candidate must be a proactive problem solver and hold staff accountable to high standards while fostering a healthy, collaborative, fun, and safe work environment.

The Executive Director must be well organized, focused, and have a goal-oriented work style. A high level of integrity, initiative, creativity, and energy is required. The successful candidate should have

exceptional organizational and administrative skills with the ability to think strategically, plan, set goals and objectives, organize, and provide follow through. The ideal candidate will be a visionary leader while being a hands-on professional with the ability to adapt to community needs. The ability to cultivate and maintain strong partnerships and relationships throughout the community with domestic violence and/or sexual assault organizations, Asian/Pacific Islander community focused organizations, and other community agencies is essential.

An inclusive leadership style that exemplifies collaboration, trust, and open, transparent communication between stakeholders will be highly valued.

#### **CAREER TRACK LEADING TO THIS POSITION:**

Candidates should have at least five years of senior-level management experience with increasing responsibility in a healthcare or human services nonprofit that is recognized for its commitment to exemplary services to the community. Candidates must have demonstrated experience with fundraising, community relations, and board development. The successful candidate should have general knowledge of domestic violence and/or sexual assault.

#### **COMPENSATION:**

- Competitive salary to attract an outstanding candidate.
- We are open to relocation assistance, if needed.
- Benefits include: Health, Vision, and Dental Insurance; Retirement plan (401(k)); Employee Assistance Program; Flexible Spending Account; Life Insurance; and Paid Time Off.

#### **COVID REQUIREMENTS:**

CPAF has committed to a hybrid office model (hybrid looking different depending on the department/team), with intentional in-person connections. CPAF does have a requirement for all staff to be fully vaccinated.

#### **TO APPLY:**

Candidates are invited to submit a resume and letter of interest to:

Attn: Search Committee  
edsearchcommittee@cpaf.info

*Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against nor harass nor allow harassment against its employees or applicants on the basis of ancestry, age (40 and above), citizenship, color, disability (physical and mental, includes HIV and AIDS), domestic partner status, domestic violence victim status, genetic information, gender, gender identity, gender expression, marital status, medical condition (cancer/genetic characteristics), military or veteran status, national origin, political affiliation, race, religion, religious creed (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sex stereotypes, sexual orientation, request for FMLA, CFRA, or reasonable accommodation, transgender status, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.*