

**Asian Pacific Environmental Network
Job Announcement
Executive Director**

Oakland, CA

(Released December 2, 2008)

APEN seeks an inspired, collaborative leader who is committed to building the grassroots power of low-income Asian Pacific Island communities.

The right candidate will have the capacity to take the work of this dynamic, healthy, growing organization to the next level of impact. S/he will be passionate about developing transformative, environmentally just solutions that address today's ecological crisis.

ABOUT APEN

APEN was formed in 1993, out of the growing national environmental justice movement and focusing on Asian Pacific Islander (API) communities. APEN's vision is that *all* people have a right to a clean and healthy environment in which their communities can live, work, learn, play and thrive.

Our movement building work is rooted in direct organizing and the belief in building the grassroots power of low-income families. The Laotian Organizing Project is based in Richmond and Power in Asians Organizing works with a pan-Asian immigrant community in Oakland. Over 11 years, these two projects have achieved many victories on issues of importance to our communities ranging from affordable housing to toxics issues. More recently, APEN has made exciting advances in electoral work and building a base of API voters in Oakland and Richmond.

We have gained recognition for our groundbreaking work and are an opinion-leader in the evolving field of environmental justice. APEN is poised to play an important political role in addressing the challenging ecological questions of our times. APEN forges strategic alliances to achieve systemic change at the regional and national level.

APEN is a 501(c)3 nonprofit with a strong infrastructure and talented staff (many have run organizations themselves). The staff has been steadily expanding from 10 to 13 positions. An active Board of 8 members also has plans to grow. APEN has a \$1M budget, is in a stable financial position, and has earned an excellent reputation among funders.

STRATEGIC PRIORITIES

APEN takes a thoughtful, systematic approach to its work and recently completed a five year ('07-'12) strategic plan in which APEN will leverage its roots in local base-building by:

1. Working with local leaders and members to develop an EJ agenda to guide APEN's work and campaigns and continuing to develop the local base in Oakland and Richmond.
2. Moving the EJ agenda to the state level to achieve larger scales of influence (APEN envisions waging a campaign aimed at a key state policy issue).
3. Positioning local communities to have impact at the state level.
4. Developing APEN's organizational capacity to implement the strategic growth.

POSITION SUMMARY

The Executive Director (ED) provides visionary and strategic leadership to ensure that APEN has the vision, resources, staffing and organizational culture needed to implement its strategic plan. The ED will be doing exciting movement strategy and relationship building work. This position leads the work in assessing and shifting the landscape (on a 3 to 5 year time horizon) so that APEN operates in the most favorable conditions possible, while working in close partnership with the Associate Director to ensure the overall effectiveness and progress of the organization towards it's strategic plan. This

position also provides leadership in key organizational change processes as well as maintaining APEN's organizational culture of leadership development, collaboration and partnership.

REPORTING RELATIONSHIPS

The ED reports to the Board and supports the Board in its governance role. The ED supervises the Associate Director. S/he will also work collaboratively with a management team consisting of the ED, Associate Director, Operations Director, Policy Director, and Program Director.

PRIMARY ROLES AND RESPONSIBILITIES

Resource Development (25%)

- Stay abreast of and shape foundation and individual donor landscapes, trends and practices. Ensure APEN's funding strategies remain current.
- Develop and maintain key individual donor and foundation relationships.
- Actively support and partner with the Associate Director in creating and implementing fundraising goals, strategies and plans.

Strategy and Field Development (30%)

- Stay abreast of political landscapes, trends and practices and ensure APEN's strategies remain current. Shift the political landscape by representing and elevating APEN's visibility as a public representative and opinion-shaper and by building strategic alliances with key local, statewide and national allies.
- Play a leadership role in convening staff strategy discussions to ensure learning from the external environment and learning from local organizing are mutually integrated and informing.
- Work with the Associate Director on political learning and reflecting opportunities with staff.

Organizational Leadership, Management and Development (25%)

- Ensure APEN has effective and current organizational systems and practices and that there is sustainable pacing of capacity building and programmatic growth.
- Partner with the Associate Director and other management staff in creating a vibrant, open and supportive work environment. Support staff as a cheerleader and coach.
- Lead key organizational meetings.
- Oversee the Associate Director in leading the management team, annual and quarterly planning, and coordination across components of organization.

Finance, Operations, and Administration (10%)

- Lead annual budgeting process, under the Board's direction, and ensure that the organization operates within budget guidelines.
- Oversee the Associate Director to ensure that APEN develops and maintains sound financial and HR practices and complies with all legal requirements.

Board Relations (10%)

- Ensure that the Board receives the support required to effectively fulfill their role. Work with Board leadership to plan effective full Board and Executive Committee meetings; inform Board decision-making with strong analysis and clear frameworks; and ensure information is provided in advance of meetings.

QUALIFICATIONS

1. Significant track record of movement building and social change work. Specific understanding of the politics, issues and key players within the Environmental Justice movement preferred.
2. Knowledge and awareness of Asian and Pacific Islander community issues, organizations, and politics and infrastructure.

3. Ability to think strategically. Demonstrated success in moving a social justice advocacy agenda on city, state or national level. Proven ability to translate complexity and big ideas into appropriate, practical action that attracts resources and partners.
4. Track record of building powerful relationships with a wide-ranging group of people. Successful work in multi-racial alliances highly desirable.
5. Minimum of three years management level experience working with diverse staff and Board, preferably in a nonprofit. Successful experience in fundraising, planning, financial management and organizational development. Experience growing an organization at a similar staff and budget size to APEN desirable.
6. Experience leading and managing in a team-based environment; commitment to fostering collaborative leadership, proactive conflict management and democratic participation. Experience and success in providing leadership in key organizational change processes. Leadership development and training experience are desirable.
7. Demonstrated knowledge of the principles and methods of organizing and able to support and guide APEN's organizing work. Familiarity with electoral strategies a plus.
8. Excellent written, listening, and oral communication skills. Confident, personable and able to inspire, compel and move others. Proven success as an advocate and spokesperson in a campaign, policy advocacy or field building context.
9. Computer skills. Prefer comfort the following programs: Excel, Microsoft Word, PowerPoint and use of e-mail and database.
10. Committed to a hardworking, fun and sustainable work culture. Versatile and willing to pitch in with the team. Community meetings require evening and weekend availability.

SALARY AND BENEFITS

Salary is negotiable depending on the relevant experience of the selected candidate. Full benefits package includes: paid vacation and sick leave; medical/dental, vision, chiropractic and acupuncture/alternative medicine insurance; health reimbursement agreement; employer 401(k) contributions; earned sabbatical after 5 year tenure. APEN practices family-friendly personnel policies.

APPLICATION PROCESS

APEN has retained Viveka Chen and Associates to conduct the candidate search. Applications are due electronically to APENexecsearch@earthlink.net and should include:

- Resume including chronological employment history
- Cover letter describing interest in the position, qualifications and salary history and expectations (2 pages maximum)
- Short writing sample (2-5 pages maximum)
- Four references

Please direct all inquiries to the above email address only (please do not contact the APEN office directly).

Application Deadline: January 12, 2009, 5:00pm (applications received after the deadline may be considered if APEN decides to expand the pool of applicants)

Start Date: Mid to late February

APEN is an equal opportunity employer. Women, people of color, gay, lesbian, and transgendered persons encouraged to apply.