

Asian Law Caucus

939 Market St., Suite 201
San Francisco, CA 94103
Tel: (415) 896-1701
Fax: (415) 896-1702

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

At a time when civil rights are treated more like luxuries than America's promise, the Asian Law Caucus continues to be a leader in protecting the rights of Asian American and Pacific Islander (AAPI) communities. As the nation's oldest civil rights legal organization focusing on AAPI communities, the Caucus has provided legal services, community education, community organizing, and advocacy assistance to low-income, immigrant individuals and communities since 1972. The Caucus is now positioned, both financially and strategically, to open a powerful, new chapter in its history and is seeking an Executive Director with the passion and vision to lead the organization's future. The Executive Director position presents a unique opportunity for a dynamic individual to advance a vision of progressive social values for AAPIs at a pivotal time of growth and change for both the Caucus and the community. The ideal candidate will have the proven leadership, commitment and skills to lead the Caucus through an expansion of programs and infrastructure, while leading a talented and dedicated staff and management team. The Executive Director will report directly to the Board of Directors, manage all aspects of day-to-day operations, oversee a growing budget of \$1.2 million, supervise a staff of 18, act as the chief spokesperson, and ensure that the Caucus is well positioned now and in the future with effective programs, sufficient resources and a reputation for integrity.

KEY RESPONSIBILITIES*

- **STRATEGIC DIRECTION AND PROGRAM DEVELOPMENT-** Shape and implement the Caucus' strategic direction and ensuring that programs and activities are relevant and responsive to the needs of the community.
- **COMMUNITY, STAKEHOLDER AND PUBLIC RELATIONS-** Act as the key spokesperson, ambassador and relationship-builder for the Caucus, providing leadership on issues and in coalition work.
- **ORGANIZATIONAL AND RESOURCE DEVELOPMENT-** Maintain and develop the financial, human and community resources needed to support a vibrant, active and growing organization; ensure that the Caucus meets governmental, funder, contractual and ethical requirements in all aspects of its day-to-day operations.

QUALIFICATIONS*

As a leader among legal and civil rights organizations working with AAPI communities, the Caucus has an impressive track record and array of services as a foundation for growth. As both the chief administrator of the Caucus and a public face for the movement, the Executive Director should demonstrate a unique blend of leadership and management qualities and skills that reflect a passion and commitment to the Caucus' mission, including a minimum five-year, demonstrated track record of success in nonprofit management and civil rights/legal services work for AAPI communities; B.A./M.A or equivalent, directly-related experience; J.D. and experience either in the practice of civil law or in public interest advocacy and litigation, and ability to speak or write in an Asian or Pacific Islander language desired.

SALARY & BENEFITS

Negotiable, depending on experience and generous, full benefits package

APPLICATION PROCESS

Submit resume, references, and cover letter to edhiring@asianlawcaucus.org; position open until filled.

**A full version of this announcement is available at asianlawcaucus.org. The Asian Law Caucus is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, ethnicity, national origin, gender, sexual orientation or religious affiliation.*