



## **APALA Interim Executive Director Job Description (Apr. 2023)**

### **Position Overview**

APALA is seeking a skilled, strategic and detailed-oriented Interim Executive Director (IED) to support APALA (501(c)(5)) and IAPALA (501(c)(3))'s mission as the only national organization of Asian American and Pacific Islander (AAPI) union members and allies advancing worker, immigrant, and civil rights. The posted position is for an Interim Director with the possibility of becoming the permanent Executive Director.

The ideal candidate will have previous management, project management and labor union-related experience and enjoy working with a small but nimble team. We are especially interested in experience with organizations similar in scale to our own with annual budgets between \$1.5 - \$2 million annually and a model of an active National Executive Board (NEB) which sets the agenda of the organization.

The IED of APALA and IAPALA reports directly to the Officers of APALA and works in close collaboration with the NEB. The ED is responsible for management of staff to carry out the mission and day-to-day operations of the organization. The IED is responsible for upholding the collaborative and supportive culture of APALA which is rooted in transparency, joy and power-building.

APALA/IAPALA's headquarters are in Washington, D.C. All positions in APALA (IED and staff) are fully remote. However, the IED is expected to attend union and partner meetings in Washington, D.C., and other locations which may take place approximately once a month. The Interim Executive Director must maintain a full-time schedule of at least 32 hours a week.

### **Primary Responsibilities**

The primary responsibilities of the IED include:

*Support Leadership Direction of Elected National Executive Board and Officers of APALA:*

- Advise officers and NEB as needed as they develop the overall vision and strategic direction of APALA

- Communicate effectively with the NEB and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions
- Implement vision of NEB
- Build relationships with international unions with representation on the NEB that includes NEB union representative
- Build relationships with community groups that includes NEB members with connections to those groups

*Manage Staff and Daily Operations of the Organization:*

- Manage a team based on leadership standards and values that support and guide the organization's mission
- Establish and review program metrics to measure success of initiatives
- Oversee all areas of operations with specific emphasis on three key areas
  - Chapter development
  - Civic engagement
  - Expand role of AAPI union members within unions through organizing, leadership pipeline and integration of AAPI issues within labor union partners
  - Oversee event planning such as NEB meetings, Constitutional Conventions, Organizing Trainings, etc.
- Oversee operational and financial compliance (staff union, legal, financial)
- Ensure that staff and consultants operate in accordance with the staff union collective bargaining agreement and with the outreach mission of the organization

*Fiscal Management and Fundraising:*

- Develop and implement a comprehensive fundraising strategy that includes engagement of union partners, grassroots fundraising, labor-friendly corporations, and foundations
- Work with the Finance and Administrative committee of the NEB to prepare annual operating budget and regular oversight of finances
- Ensure all local, state, and national compliance needs are met
- Manage cash flow of the organization and keep board informed of finances
- Oversee and manage the organization's overall operations, including finances in consultation with the Treasurer

**Desired Skills and Experience**

- A record of working with unions, activism on behalf of workers, the community including the Asian American and Pacific Islander community, or other groups engaged in the pursuit of racial, social and economic justice
- Prior work experience with board of directors, success in fundraising, supervising and directing staff, developing annual budgets and work plans
- Ability to effectively develop and supervise staff

- Strong interpersonal skills with the ability to communicate effectively and professionally with a diverse range of people
- Excellent research, oral, writing and listening skills
- Knowledge of Asian American and Pacific Islander communities and the labor movement

## About APALA

Founded in 1992 with the strong support of the AFL-CIO, APALA has 23 chapters and pre-chapters in 16 states and a national office in Washington, D.C. In 2011 to ensure broader education, civic engagement, and capacity building for our communities, APALA established the Institute for Asian Pacific American Leadership & Advancement (IAPALA) as a 501(c)(3).

To achieve our mission, we build power by:

- Organizing members into unions, develop a pipeline of labor leaders, and build political power for our community
- Educating AAPI workers and allies about the labor movement, principles of trade unionism, and collective bargaining, as well as provide a vehicle for AAPI issues and concerns
- Activating our chapters across the country to advance social, racial, and economic justice through state-based campaigns
- Representing the voice of AAPI workers on coalitions within the labor community and more broadly in the civil rights, AAPI, and racial justice communities

Other Information:

- APALA/IAPALA employ four full-time employees are all covered by the staff union's collective bargaining agreement (OPEIU Local 2)
- The National Executive Board is composed of up to 45 individuals. There are five constitutional officers of APALA. Our Constitution can be found [here](#).

## Compensation and Benefits

The full-time salary range for this position is \$110,000-\$130,000 commensurate with experience. Benefits for a full-time exempt employee include the following. Please note, consultants and firms interested in this role are not eligible for benefits.

- Base work week of 32-hours
- Flexible remote work policies
- Fully paid health, vision, dental insurances for employees and dependents.
- Fully paid life, short-term, and long-term disability insurances
- 15 days of paid leave in addition to all federal holidays and office closure last two weeks of the year.
- Retirement: 6% employer contribution
- Monthly cell phone and transit stipends
- Annual professional development stipend

## **Application Process**

Please submit your application (resume and cover letter) with the information below by email with the subject "Interim ED" to [careers@apala.org](mailto:careers@apala.org) by May 12, 2023. Proposals submitted after this date will be reviewed on a rolling basis until the position is filled. The application should include:

1. Details of experience, skills, and relevant qualifications in serving in a non-profit or labor union-related Interim Executive Director role.
2. Specific experience working with dual 501(c)(3)/ 501(c)(5) or 501(c)(3)/ 501(c)(4) entities.
3. For firms or consultants, provide a list of similarly sized non-profit or labor union clients and names and contact information for three client references.
4. Any other pertinent information about you, your experience, and your interest in this role.

**Location:** Washington, D.C. preferred

**Job Type:** Full-time

**Start Date:** immediately

**Application Deadline:** Rolling until filled, first resumes reviewed May 12, 2023