



## **Summary**

The Asian Pacific American Labor Alliance (APALA), AFL-CIO is seeking a part-time (20 hours/week) Interim Executive Director to support staff management, program oversight, and board governance while the Executive Director is on sabbatical leave from January - March. We invite individuals and firms to submit a proposal by January 24, 2022 for consideration and proposals submitted after this date will be reviewed on a rolling basis until the position is filled. A description of the organization, the services needed, and other pertinent information follow.

## **About APALA**

Founded in 1992, the Asian Pacific American Labor Alliance (APALA), AFL-CIO is the first and only national organization of Asian American and Pacific Islander (AAPI) union members and allies advancing worker, immigrant, and civil rights.

Backed with 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; and
- 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 who are all covered by the staff union's collective bargaining agreement
- This position would work directly with the National Executive Board officers, which is a team of up to 5 people.

## **Position Overview**

APALA is seeking a skilled, creative and detailed-oriented Interim Executive Director to support APALA (501c5) and IAPALA (501c3)'s overall staff management, project management and alignment with the National Executive Board.

The ideal candidate will have previous management, project management, and labor union related experience and enjoy working with a small but nimble team.

The Interim Executive Director of APALA and IAPALA is responsible for management of staff towards carrying out the mission and day-to-day operations of the organization. The Interim Executive Director will report directly to the Officers of APALA and work in close collaboration with the National Executive Board (NEB).

#### Interim Specific Parameters

- Decisions that represent material changes to the budget (\$500 or more) must be considered and made in cooperation with the board of directors.
- Programmatic elements and ongoing operations should not be altered or modified significantly without communication to, and approval from the board of directors.

The primary responsibilities of the Interim Interim Executive Director include, but are not limited to, the following:

- Work with the board and staff to fulfill the organization mission
- Act as liaison between staff and NEB members
- Responsible for leading in a manner that supports and guides the organization's mission as defined by the board
- Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions
- Maintain an effective system of communications throughout the organization
- Ensure that staff and consultants operate in accordance with the union and outreach mission of the organization
- Ensure that each staff member and consultant is empowered to perform their best
- Supervise and monitor all existing programs towards outcomes
- Oversee and manage the organization's overall operations, including finances in consultation with the Treasurer
- Oversee team planning APALA Biennial Convention, in consultation with Officers and NEB.
- Oversee communications strategy and execution

#### **Desired Skills & 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; and
- Knowledge of Asian American and Pacific Islander communities and the labor movement.

### **Your Response to This Request for Proposal:**

In responding to this request, please provide the following information:

1. Scope of Work and description of the services.
2. Detail your experience in serving in an Executive Director role to entities in the not-for-profit sector, particularly those with dual 501c3/501c4 entities.
3. Furnish current standard billing rates/budget for the scope of work.
4. Provide the names and contact information of other similarly sized not-for-profit clients. We are especially interested in work done on behalf of organizations similar to our own: national non-profit organizations with annual budgets between \$1.5 - \$2 million annually.
5. Any other pertinent information about you and your capabilities.

### **To Submit a Proposal**

Please submit your contact information and a proposal with the above information by email with the subject "Interim ED RFP" to [careers@apala.org](mailto:careers@apala.org) by January 24, 2022.

### **Evaluation of Proposals**

The board officers of APALA will evaluate proposals on a qualitative basis. This includes a review of the firm related materials, interviews with firm personnel, results of discussions with other references from other clients, and the firm's completeness and timeliness in its response to us.

**Time Commitment:** Roughly 20 hours/week

**Location:** Remote

**Job Type:** Contract

**Start Date:** ASAP

**Application Deadline:** January 24, 2022