

## **APIA VOTE- Michigan- Program Director Position**

APIAVote-Michigan seeks a Program Director as a strategic leader for the organization and to manage specific programs. The strategic leadership part involves contributor and leader roles in planning and executing the future of the organization, as a strong 2<sup>nd</sup> in command to the Executive Director and partner to the Board and other stakeholders. The program management part involves ownership and accountability of current programs and development of future programs including new areas of impact. This involves program implementation, management of processes for accountability to funders & stakeholders, managing staff and stakeholders in the execution of programs, and community organizing and outreach. The ideal candidate will have a proven ability to successfully execute civic participation projects, be self-starting, self-directed, and have a demonstrated commitment to the advancement of the Asian American community and a passion for the region in which we operate, Michigan.

Position full time (flexible to be 50% or more for the right candidate). Program Director is expected to function as a manager and leader in the organization with the skills and readiness to lead and support strategic planning, manage external and internal stakeholders (including the Board), and be comfortable with administration & operational duties at the organization. She or he will report to the Executive Director. This position is an opportunity to strengthen the Asian American community's voice in Michigan through legislative advocacy, voter/civic engagement, youth leadership development, and advocacy for Asian-Pacific Islander American diversity causes and social change efforts through programming and engagement.

**About APIAVote-Michigan:** APIAVote-Michigan is a nonpartisan organization committed to justice and equity for the Asian American community through grassroots mobilization, civic engagement, leadership development, and coalition building.

We uphold a vision of justice and equity that asserts people power and community connectedness as the framework for democracy, decision-making, community engagement, and service. This vision is realized through an informed, socially conscious Asian American community, unified behind the urgency for greater

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representation and greater power to uphold the values of our community.

**Job Responsibilities:**

- Strategic Leadership with APIA Vote - MI
- Strategic leadership responsibilities involve contributing and leading the planning and execution of strategic & mid to long-term processes, and ongoing administrative processes of the organization. Act as a strong 2<sup>nd</sup> in command to the Executive Director with visibility and ownership to goal-setting, organizational resources, resource development, execution and accountability. Participate as partner of the Board and other stakeholders.
- Program management involves accountability of current programs and strategizing future programming; involves program implementation, accountability to funders & stakeholders, coordination, evaluation, and community organizing and outreach.
- Work with Executive Director to create, facilitate, and implement annual and long-term strategic plans and timelines, with emphasis on organizational goals
- Work with Executive Director on grant applications, and multiple cycles of communication with funding organizations, and key influencers in the fundraising process
- Maintain and ensure oversight of program creation, development, coordination, staff management and supervision, maximizing volunteer resources, and effective utilization of all resources (people, budgets relationships ...)
- Provide oversight and input on budgeting for FY
- Track and document program spending and report to APIA Vote-Michigan's Executive Director and External/ Internal stakeholders; Maintain Quickbooks, bank account and audit process with Bookkeeper
- Provide leadership and oversight for Asian American Engagement Coalition partners; lead and plan regular meetings and agenda development;
- Oversee support staff's ongoing tracking of community member and partner organization attendance to APIAVote-Michigan's programming events or activities;

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- Typical program management duties include: planning and execution of events (such as voter engagement, coalition meetings ... programs in advocacy etc), preparation of communication collateral for events, workshops; advance planning for workshops-events-meetings; prepare part-time & volunteer staff for events; documentation & support for grant-requirements reporting; oversight and accountability of the program and work of staff. [Additional Detail available for discussion based on specific programs]
- Assist with external communications, ongoing administration of website, social media, e-newsletter, ... ;
- Supervision of other program staff, interns, volunteers; and Resource Planning for the organization
- Administrative leadership as required from a senior leader in the organization; Specific administrative duties decided in consultation with Executive Director and other staff.

**Qualifications:** We seek candidates who excel in community building, are detail-oriented, and have strong management skills.

- Bachelor's degree and/or Master's degree preferred;
- Commensurate experience in relevant field required, with preferable experience in program management, creation, and program evaluation;
- Fundraising experience is a plus. Exposure and understanding of process-oriented approaches to raising funds is important [understanding how to target, how to message, how to follow a process using multiple resource blocks ... ]
- Strong administrative and organizational track record
- 3-5 years of project coordination experience required, preferably in an Asian American community;
- Excellent verbal communication, interpersonal, writing, facilitation, and computer skills required;
- Ability to multi-task effectively, work in diverse settings, and work independently

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required;

- Some evening/weekend work required and applicant must have own transportation; and
- Fluency in one or more Asian languages preferred.

**Compensation:** Compensation will be determined based on experience. This is a full-time 40 hours per week position with benefits.

**Email cover letter, resume, and two references to [jobs@apiavotemi.org](mailto:jobs@apiavotemi.org). Resumes will be reviewed and interviews scheduled on a rolling basis starting March 01,2021.**

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