

POSITION DESCRIPTION

ASIAN AMERICANS/PACIFIC ISLANDERS IN PHILANTHROPY (“AAPIP”)

THE POSITION:	PRESIDENT AND CHIEF EXECUTIVE OFFICER
REPORTS TO:	BOARD OF DIRECTORS
LOCATION:	CURRENTLY OAKLAND, CALIFORNIA (OPEN TO OTHER LOCATIONS)

Overview/Vision & Mission:

AAPIP believes that philanthropy has a responsibility and role in fostering a thriving civil society by meeting urgent needs and investing in our collective future. Founded in 1990, Asian Americans/Pacific Islanders in Philanthropy (AAPIP) is a national membership and philanthropic advocacy organization dedicated to expanding and mobilizing philanthropic and community resources for underserved AAPI communities. In partnership with fellow communities of color, AAPIP envisions a just and equitable democracy with the full civic and economic participation of AAPIs and all people.

AAPIP’s current strategy has 3 pillars:

- 1) Connect and build a broader, engaged network of philanthropic leaders to support increased and more enduring investment in AAPI communities and issues;
- 2) Mobilize resources through research, convening and advocacy by networks of philanthropic and community leaders to address AAPI community needs;
- 3) Explore new solutions that advance racial equity and resources for AAPI along with other communities of color, generated through effective partnerships and innovative projects.

There are 500 members nationally, many of whom are staff of the 60 institutional members. AAPIP members include foundations as well as staff and trustees of grantmaking organizations and nonprofit organizations in the chapter regions across the U.S. Vibrant community leadership continues to inspire AAPIP’s 10 regional chapters and 42 Giving Circles across the country.

AAPIP is led by the CEO and 3.5 staff persons. It is governed by an 11-member Board of Directors comprised of senior leaders representing the full array of philanthropic entities. AAPIP has an annual operating budget of \$1.2 million. Revenue sources include foundation grants for core operating and program support, fiscal sponsorship fees and institutional and individual membership dues.

For additional information on AAPIP, please go to www.aapip.org where the strategic plan and a list of institutional members can be found.

The Position:

The President and Chief Executive Officer (CEO) leads and manages AAPIP and works closely with our core leaders and members-at-large to ensure that the organization maintains a local, regional and national reputation for excellence in collaborative leadership, service to its members, innovative programs, and impact in the AAPI community. The CEO will also serve as leader in the philanthropic sector, a key resource on AAPI issues, a partner on sector transformation toward racial equity and inclusion, and chief communicator of AAPIP’s vision to and relationship builder with foundations and donors.

The Professional Opportunity for the President & CEO:

This is an executive leadership opportunity at an exciting and critical time for AAPIP and philanthropy in the AAPI community nationally. AAPIP is positioned for a strategic and energetic leader to take AAPIP to the next level of impact in philanthropy and with AAPI communities over the coming years. This is possible with the support and governance leadership provided by the Board of Directors and equally importantly, the energy and commitment of the Chapters around the country that underpin AAPIP's readiness to launch into a growth period under this new CEO. Exemplary work by the current CEO has resulted in improved and consolidated financial and internal operations, thus providing the new CEO with a stable foundation on which to build and grow.

Strategic Priorities for the CEO:

- **Vision, Mission, Values, and Goals** -- The CEO will clarify and communicate AAPIP's strategic approach to fulfilling its mission consistently with Chapters and external partners and stakeholders. AAPIP will be positioned to be where AAPI leaders in philanthropy go to share ideas, inform and learn from their peers, and share best practices as they relate to meeting the needs of the AAPI community.
- **Networking and Relationship Building** -- The CEO will position AAPIP as the convener of choice, capable of engaging with local, statewide, regional and national influencers, decision makers, and thought leaders. The CEO will be able to assess key opportunities in the field of philanthropy to advance AAPIP's goals and put forward AAPIP's point of view. They will be able to view philanthropy broadly and engage with diverse and emerging individuals, groups, and institutions.
- **Operations and Financial Sustainability** -- The CEO will review and update the business model, as warranted, given the changing environment for membership organizations, and will ensure financial sustainability for the organization through active fundraising and efficient organizational operations.

Responsibilities:

Organizational Leadership

- Leads the development and implementation of AAPIP's strategy and goals;
- Understands and optimizes the business model of membership organizations/affinity groups; and
- Leads an effective organization according to best practices and ethical guidelines, practices collaboration, shared responsibility, standards of excellence, as well as clear and consistent communication.

Fundraising

- Develops and executes multi-channel fundraising plan, leveraging relationships and networks of Board members to ensure operational stability and growth; and
- Maintains deep relationships with institutional funders so AAPIP's value proposition is recognized and endorsed.

Program Strategy Development, Management, and Evaluation

- Ensures AAPIP's programs are relevant, responsive to member and community needs, have measurable objectives, and support AAPIP's values and mission;
- Stimulates critical thinking about AAPIP's program goals to support and encourage programmatic innovation with staff, chapters and, as appropriate, the Board; and
- Ensures the program work of AAPIP is documented and evaluated for effectiveness, and that key findings are disseminated to impact future work.

Strategic Communications and Networking

- Determines the messaging and branding of AAPIP, and oversees the external communications of AAPIP for the purpose of dissemination of the work of AAPIP;
- Engages with key leaders across various constituencies including members, prospects, other grantmaking entities, affinity groups, legislative representatives, civic and nonprofit leaders;
- Speaks at and participates in various philanthropic events and conferences to promote the work of AAPIP and nurture and build relationships with colleagues.

Engagement with the Board of Directors

- Partners with the Board to set the strategic vision and goals toward achieving AAPIP's mission;
- Ensures the Board is kept informed on finance and programs; brings recommendations on issues or changes to the Board for their consideration and decision making; and
- Works closely with Board Chair to prepare for Board meetings on strategy, programs, operations, and the external environment that impact AAPIP's work.

Operations, Staff Management, and Finance

- Oversees, mentors, and reviews to identify individual and organizational goals for AAPIP staff;
- Oversees AAPIP's financial management, including forecasting, analyzing the current revenue model, diversifying revenue streams, overseeing the annual audit, grants and operations budgets, as well as salary and benefits administration; and
- Ensures that accurate operational and financial performance indicators are in place and are reviewed regularly by senior staff and Board members.

Experience & Attributes:

Well-qualified professionals will bring the following professional experience and attributes to the role:

- ***Cross-Sector Experience and Background*** -- diverse work experiences or background across philanthropy, nonprofit management, AAPI social justice/community issues, and policy advocacy or community organizing.
- ***Networking and Relationship Building*** -- a good listener with patience and a generous spirit who can engage and connect with diverse members, chapters, giving circles and community leaders across AAPIP's national network.
- ***Resource Development*** -- effective fundraiser, cultivator of new funders and revenue generating programs.
- ***Entrepreneurial Approach and Skills*** -- nimble, creative and enterprising approach to developing and launching new program concepts and partnerships and independent, self-sufficient work style.
- ***Field Leader and Advocate*** -- strong communicator who can be a compelling and effective spokesperson for AAPIP's vision, principles, strategic approach and programs.
- ***Trusted Partner*** -- a person of recognized standing in the social justice field who can develop trusted relationships with key allies and other leaders.

Education:

An undergraduate degree is required; a graduate degree in related field is preferred.

Compensation:

A competitive compensation package, including a comprehensive benefits package, will be offered, commensurate with experience.

*AAPIP is an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

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