



JOB DESCRIPTION

POSITION TITLE: Deputy Director of Programs
REPORTS TO: Executive Director
LOCATION: Washington, D.C.
SALARY RANGE: The range for this position is \$100,000 to \$115,000, commensurate with experience
WORK SCHEDULE: Full-time, Exempt
DEADLINE TO APPLY: May 10, preferred start date is June 1

The National Asian Pacific American Women's Forum is the only national, multi-issue Asian American and Pacific Islander (AAPI) women's advocacy organization in the United States. We are building a movement to advance social justice and human rights for AAPI women and girls in the U.S. We implement our vision by increasing the leadership, power and visibility of AAPI women and girls through five strategies: base-building and leadership building; community and public education; policy advocacy, grassroots multi-issue organizing; and strategic collaborations. We currently are focused on these priority issue areas: reproductive justice, economic justice and immigrant rights for AAPI women and girls. Founded in 1996, we are a growing and dynamic organization with staff in four cities and local chapters in fifteen cities.

POSITION OVERVIEW

This position provides significant leadership from a multi-talented professional who is passionate about movement building, policy advocacy, grassroots base-building and AAPI women and girls. The Deputy Director of Programs serves on the senior leadership team of NAPAWF, which guides the overall strategic direction, and sustainability of the organization. The Deputy Director of Programs is the leader responsible for guiding, implementing and evaluating NAPAWF's programmatic and policy strategies.

The Deputy Director will be a thought partner to the Executive Director, and be the lead manager of all programs. An ideal candidate should be able to both think broadly and strategically about our work and also be detail oriented and organized about the strategies and implementation necessary to move our vision into reality. The Deputy Director will be charged with the strategic visioning and implementation of policy and field work. S/he will also support the Executive Director in fundraising and communications.

JOB RESPONSIBILITIES

- Work with Executive Director to pace and drive organization development, including analysis and implementation of priorities, partnerships
- Serve as a senior-level thought partner, mentor, and bridge builder for organization as whole
- Represent NAPAWF to external constituencies and primary partners

- Conceptualize and manage partnerships, coalitions, and advocacy campaigns
- Develop new programs to support the strategic direction of the organization
- Initiate and set goals for programs according to the strategic objectives of the organization
- Plan the programs with department directors from start to completion involving deadlines, tracking progress and managing roles and responsibilities.
- Develop and implement strategies that will maximize effective collaboration between areas of work
- Devise evaluation strategies to monitor performance and determine the needs for improvement
- Supervise all program and project managers and directors involved to provide feedback and resolve complex problems.

QUALIFICATIONS

- Five plus years in senior management roles including staff supervision, campaign management, and fundraising in a social justice nonprofit context.
- High-level, strategic understanding of social change and progressive movements backed by direct experience with grassroots efforts.
- Commitment to the mission, values, aspirations of the organization.
- Experience and cultural competence working in the AAPI women's community in a social justice context.
- Past success designing and leading policy advocacy and/or leadership development campaigns and programs. Field and/or large-scale initiative building experience is required.
- Ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change.
- Proven track record of attracting resources and partnerships and managing external relations.
- Facilitative and collaborative leadership style. Proven ability to work in a dynamic national team and build working partnerships. Can flexibly share leadership and build consensus. When necessary, can take initiative and make tough decisions.
- Success supervising and mentoring staff and supporting professional and leadership development. Excellent people skills.
- Excellent communicator and writer with experience as a spokesperson who can articulate messages to different audiences.
- Results oriented.
- Ability to work flexible hours and travel.
- Master's Degree preferred; Bachelor's degree or equivalent work experience required.

SALARY & BENEFITS

Competitive salary commensurate with experience. Very generous medical, dental, and vision coverage, 15 days vacation in first year, plus five additional days off at the end of the year, sick leave, 401K employer contributions, flexible spending program options and personal/family leave.

PHYSICAL DEMANDS

The person in this position should be able to engage in the diverse demands of the work, including the capacity to remain in a stationary position, operate a computer, and move about the office and

outside of the office. They must have the capacity to work evening hours and/or weekends as required. Some travel is required.

WORK ENVIRONMENT

This position is based in an office setting.

HOW TO APPLY

Please email a cover letter and resume to hr@napawf.org, with “Deputy Director of Programs” in the subject line.

NAPAWF is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.