



Position Announcement: Chief Executive Officer

Organizational Overview

With a nearly four-decade history of serving Asian-American and Pacific Islander older adults, the National Asian Pacific Center on Aging envisions a society in which all AAPIs age with dignity and well-being. As diverse as the AAPI population is, the common thread that ties the community together is our value of family, and that is what makes our elders so special. At the same time, AAPI elders have unique needs and challenges, especially in today's environment where hate crimes have dramatically increased against the AAPI population.

To serve its constituents effectively and meet its mission, NAPCA provides a variety of programs nationally and serves as a grantee for significant federal funding for specific programs that are provided by other community organizations in cities across the United States. With strategic goals adopted by the Board, the organization is actively moving to diversify its programs and services to fulfill its mission and address the evolving needs of the aging AAPI community. This also means that NAPCA must diversify its revenue streams to enable NAPCA to become the leading national advocacy organization for this population. NAPCA is headquartered in Seattle, Washington and has offices in major cities such as Los Angeles, Seattle, Chicago, and Washington D.C. NAPCA has a staff of about 35 employees and has a \$21 million budget. To learn more, please visit www.napca.org.

NAPCA's work is grounded in the following organizational values:

- **Teamwork and Collaboration:** A commitment to common goals based on open and honest communication while showing concern, support, and encouragement for one another. This includes working together to resolve conflict and lend a hand to whomever or wherever help is needed.
- **Advocacy:** Identifying, fully considering, and appropriately advancing NAPCA's mission to preserve and promote the dignity, well-being, and quality of life of AAPIs and other diverse populations as they age.
- **Diversity:** Commitment to building an environment comprised of a variety of different cultures, backgrounds, experiences, perspectives, values, and beliefs. NAPCA celebrates this diversity to foster creativity and innovation and maximize individual potential.
- **Empowerment:** Support for a culture and environment of enabling individual development and independence through the advancement of skills, authority, opportunity, and motivation.
- **Commitment to Excellence:** Striving for the highest quality in the delivery of our programs, services, and products. This means being accountable for our actions, delivering on commitments, thinking creatively, and improving continuously.

Position Summary

The Chief Executive Officer position is an exciting opportunity for a dynamic leader and experienced organizational manager to lead NAPCA into its next phase of service to the aging Asian American/Pacific Islander community. With primary responsibility for overall organizational leadership and management, the CEO will play a key role in implementing the organization's future strategy and vision, while working

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in close partnership with the Board, staff, community stakeholders, and elected officials. The CEO will focus on external relations, fundraising, internal management and leadership, and advocacy. In addition, the new CEO must transform the business model and funding mix for NAPCA to lessen its dependence on federal government contracts.

Key Responsibilities

- Provide strategic leadership and internal operational and financial management for the entire organization, ensuring that NAPCA delivers strong programs and services in support of its mission,
- Work closely with the Board of Directors to build an effective and appropriate relationship that is based on a shared commitment to NAPCA's mission, mutual trust, and strong communication,
- Play a leadership role in transforming the organization in line with the strategic goals, translating strategy and vision into actionable work plans, and leading the organization's programmatic, advocacy, and policy work,
- Build and support the team in meeting organizational goals,
- Serve initially as the primary fundraiser for the organization, bringing a strategic perspective to diversifying revenue streams and building and cultivating key relationships with government entities, community organizations and foundations, and the business community,
- In collaboration with the internal team, oversee all financial and operational functions of the organization,
- Create a high-performing organizational culture and appropriate structure where team members feel supported, challenged, and respected while being focused on organizational goals and values,
- Serve as the primary spokesperson for NAPCA, locally and nationally, develop and deliver key messages to various audiences to increase visibility of the organization and its work, and
- Report to and work with the Board and its sub-committees to ensure effective governance and visionary leadership of the organization.

Qualifications

- Proven success in a leadership role for a minimum of ten years, preferably within a national nonprofit organization,
- The ability to inspire and engage others with a clear and strong vision,
- Experience managing change, leading through growth and transition, and creating a shared vision,
- Demonstrated fundraising experience with a successful track record of building successful relationships and diversifying revenue streams with government agencies, foundations, and businesses,
- Exceptional oral and written communication skills, including communicating in a compelling, inspirational manner in a variety of settings involving elected officials and their staff, government agencies, and private business leadership,
- Experience leading staff teams with a high degree of interpersonal and cultural sensitivity and trust,
- Extensive experience in overseeing and understanding best budgeting and financial practices to assure cost effective and efficient financial management,
- Demonstrated experience in leading on policy issues and supporting their resolution, work experience at the federal level preferred,

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- Experience partnering effectively with a Board of Directors to ensure strong organizational governance, leadership, and strategy, and
- Proven ability to lead thoughtfully and intentionally, gathering input, acting on feedback, making appropriate decisions, and demonstrating maturity and sound professional judgment.

To Apply

Please send a resume and a thoughtful cover letter describing your interest in this position, outlining how your skills and experience meet the qualifications and responsibilities of the position, and how soon you could start. We have established an accelerated recruitment and hiring process to allow for a short transition. Please submit both documents in either Word or PDF format by the close of business (5:00pm PST) on September 6, 2021, and address your cover letter to Peter Moy, Chair of the Search Committee. Send your materials to Gie Kim at giekimesq@gmail.com

*National Asian Pacific Center on Aging offers a competitive salary and benefits,
commensurate with experience and skills.*

National Asian Pacific Center on Aging is an equal opportunity employer.