



JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

ABOUT THE ORGANIZATION

Founded in 1993, the Asian and Pacific Islander Women and Family Safety Center (Safety Center) is a dynamic, community-based, nonprofit organization that seeks to address and prevent domestic violence, sexual assault, and human trafficking in Asian and Pacific Islander (API) communities in Seattle-King County and beyond. We envision a community free from violence. The mission of the Safety Center is *“to organize communities, train, and provide technical assistance and comprehensive culturally relevant domestic violence, sexual assault, and human trafficking services for Asian and Pacific Islander (API) community members, victims, and their families.”* The goals are to mobilize API communities to work toward ending violence, to provide culturally appropriate support for survivors, and to influence policies to bring about social change.

Using a community-centered approach, the Safety Center strives to prevent and respond to violence in API communities by providing culturally and linguistically relevant survivor advocacy and support services, including a 24-hour Helpline, sexual assault and domestic violence support groups, parenting classes, and assistance in housing, employment, and legal services. Our community building programs work to raise awareness, change values and practices, and build capacity through programs such as Natural Helpers (working with immigrant/refugee communities), Peer Education Advocacy and Support (in 4 Seattle High Schools), Men Stopping Violence (mentorship and role-modeling of young men), Queer Network Project (support services and activities for Queer APIs), and Anti-trafficking Response (community education and victim support services). For additional information on our programs, please see our website: www.apiwfs.org

POSITION SUMMARY:

The Safety Center is seeking an Executive Director who will work collaboratively with the organization’s staff, board, community volunteers and leaders, and other women’s rights, civil rights, and community-based organizations to ensure the achievement of the Safety Center’s mission through successful implementation of our programs, fundraising initiatives, and strategic plan. Our ideal candidate will bring a visionary approach to organizational development and the promotion of social justice. We seek an individual who will be resourceful, highly organized, a team builder, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The Executive Director must be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

The Executive Director is responsible for providing direction, guidance and leadership, with primary oversight of all Safety Center activities. The Executive Director takes leadership in upholding the mission, values, and sustainability of the organization, and is responsible for overall program: financial, personnel, operations, administrative, communications, community relations, strategic planning and vision, public policy advocacy, and community advocacy for survivors of domestic violence, sexual assault, and human trafficking. The Executive Director has the primary role in the coordination of fund development and fiscal management for a budget of over \$400,000. The Executive Director reports to a 10-15 member Board of Directors and leads and supervises 7-10 staff and in office volunteers. The position requires some evening and weekend hours.

ESSENTIAL JOB DUTIES

FUND DEVELOPMENT: Takes overall responsibility for Fund Development; actively cultivates relationships and opportunities with a broad spectrum of corporations, special events, foundations, government, and individual funders and facilitates stewardship; Assesses fund development trends and promotes Safety Center's visibility.

FINANCIAL MANAGEMENT: Leads comprehensive financial management and fiscal sustainability and accountability, to include: Develop annual budget and oversees its implementation, ensure annual audit of financial records to monitor compliance with laws, contracts and policies, take responsibility for meeting agency compliance with grant/contract requirements.

PROGRAM: Ensures excellent program planning, development, documentation, and evaluation by and with staff.

INSTITUTIONAL ADVOCACY: Represents the agency in coalitions and collaborative projects with other organizations; advocates on behalf of Safety Center's constituencies in public arena and in collaboration with local, state, and national advocacy groups; Serves as the primary agency spokesperson with media, community organizations, key stakeholders, and the general public; Develops and maintains partnerships, collaborations, and coalitions with domestic violence, sexual assault, and human trafficking service agencies, Asian Pacific Islander agencies, community groups, and others that will help advance the agency's mission and values.

BOARD: Provides leadership in upholding board governance and liability responsibilities and serves as liaison between Board and Staff

ADMINISTRATION: Oversight of agency operations in keeping with Board policies; Holds the responsibility for development and implementation of all contracts and ensures compliance with legal obligations; Partner with Board, staff, and volunteers to carry out the vision, mission, and strategic plan and Board priorities.

PERSONNEL: Takes leadership in creating a positive staff environment that is aligned with the Safety Center's values; Facilitates opportunities for professional development for all staff; Holds the bottom line for hiring, evaluation, recognition, and personnel action.

QUALIFICATIONS:

Minimum of 5 years of experience comprised of work in all or some of the following areas:

- Outstanding commitment to upholding violence against women mission, values, philosophy, and practice; and an understanding of how violence against women impacts communities of color and immigrants/refugees.
- Familiarity and knowledge in organizational and program planning development
- Experience as an Executive Director or Senior Program Director/Administrator, preferably in diverse, community-based, non-profit organizations.
- Excels in providing support and supervision to staff and volunteers.
- Demonstrated success in fund development (including grant-writing and donor cultivation), and non-profit finance and budgeting.
- Ability to work directly with clients in stressful life situations
- Experience working in diverse communities, including Asian Pacific Islander communities, immigrant and refugee communities, GBLTIQ communities, etc.

- Excellent communication, collaboration-building, and conflict resolution skills; working with diverse groups.
- Experience in developing and nurturing community relations among the public, institutions, and the media.
- Proficiency in public speaking and as a trainer in interactive environments.
- Ability to work with multiple deadlines, multi-task, prioritize, take initiative and actively problem-solve.
- Ability to represent the Safety Center positively among community members, partner agencies, collaborative organizations, donors, funders, and policy makers.

PREFERRED QUALIFICATIONS:

- Leadership and community organizing experience within the Asian Pacific Islander, immigrant/refugee community.
- Familiarity with the Asian Pacific Islander community of Greater Seattle-King County, Washington.
- Bilingual, bicultural.

The Safety Center is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender identity, or sexual orientation. Survivors of sexual assault, domestic violence, and/or human trafficking encouraged to apply.

COMPENSATION:

\$50,000 - \$60,000 per year, based on experience. Generous personal leave and benefits package including paid vacation, personal holidays, self-care days, sick leave, and health insurance.

TO APPLY:

This position is open until filled. Please send a chronological resume and cover letter explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of the Safety Center appeals to you; and (3) why the Executive Director position at the Safety Center is the right step for you in your career.

Please submit your resume and cover letter to:

Asian and Pacific Islander Women and Family Safety Center
ATTN: Executive Search Committee
P.O. Box 14047
Seattle, WA 98114

Or

SafetyCenterHR@apiwfsc.org

No phone calls please. For questions regarding the position, please email:
SafetyCenterHR@apiwfsc.org