



## **Director of Programs Job Announcement**

**Start date: October 1, 2020**

**Applications due: July 31, 2020**

6.25.2020

### **POSITION SUMMARY:**

The Asian Pacific Institute on Gender-Based Violence (API-GBV) is seeking a versatile, team leader for the newly created position of Director of Programs. The Institute is currently embarking on an exciting new organizational restructuring process and planning strategically for the future.

This as a full-time (40 hours per week), exempt salaried position. Our main office operations are currently located in Oakland, California with other staff working from San Diego, Los Angeles and Seattle, WA. There are five (5) board members and eleven (11) full-time staff. Direct Reports include: Senior Program Manager, Project Specialist, and Resource Center Coordinator.

The position is preferably Oakland based, however, in order to attract the widest pool of suitable candidates, we are open to the Director of Programs working remotely from outside the Bay Area while maintaining close communications to the program and administrative staff. Our ideal start date is October 1, 2020.

The Director of Programs oversees the coordination and administration of all aspects of government, public and privately funded API-GBV programs. The position is responsible to: manage and oversee all programmatic areas of technical assistance (TA) and training; design and evaluate programs and processes; propose and draft policy; act as a subject matter expert (SME) on various TA and training topics; supervise staff; develop and monitor budgets.

In partnership with the Executive Team (E.D., Director of Policy, and Director of Finance & Admin) and the management team, the Director of Programs identifies programmatic opportunities and challenges and helps to determine organizational strategy that contributes toward ensuring all programs work collaboratively to advance the organizational mission and vision.

### **JOB RESPONSIBILITIES**

1. ***Program Development & Oversight (35%)***

Lead the team in the overall programmatic vision, development, implementation and evaluation; leads projects and contributes expertise to respond to trending needs of constituents; develops administrative policies and procedures related to programming; leverages team strengths to explore new opportunities for programs and/or funding; plans and designs training curriculum; develop and cultivate relationships with public and private funders and funding entity program managers; ensure compliance with federal, state and other funders guidelines for proposals and reporting during the grant/contract terms.

2. ***Technical Assistance & Training Functions (25%)***

Act as an SME to respond to requests for guidance, technical assistance and/or training; conduct research on topics of interest to external groups and agencies to gain knowledge and provide guidance; create new structures to increase capacity building among staff; provide in house training and mentorship to staff members to enable them to take on various TA mandates; provide external training on relevant issues to API survivors of gender-based violence.

3. ***Operational & Administrative Functions (25%)***

Address organization-wide fiscal issues and collaborate with Director of Finance & Administration and

management team to prepare the annual operating budget and monitors program budgets; pro-actively identify and seek out funding from private, public and government sources; participate as a management team member and in board meetings when necessary.

4. ***Organizational Mission & Strategic Direction (15%)***

Collaborate with the Executive Team, provide leadership for organizational programmatic planning processes; ensure program activities are in alignment with mission, vision and values of the organization; liaise and proactively develops solid working relationships with stakeholders on current program areas; supervises, guides and supports staff in functional areas and/or in program areas; actively participate in executive level discussions and decision making processes.

**Required Qualifications:**

- Bachelor's degree in gender studies, mental health, behavioral science or related field
- Extensive experience in systems management, program planning, design, evaluation and budget management
- Extensive experience in providing direct advocacy services, training and technical assistance
- Extensive experience in serving Asian and/or Pacific Islander communities
- Experience in domestic violence direct services and/or policy
- Understanding of issues related to gender-based violence and strategies employed to address issues.
- Management and supervisory experience
- Strong interpersonal and organizational skills and ability to work with diverse groups of people

**Preferred Qualifications:**

- Graduate degree in Sociology or Political Science
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language
- Excellent training and public speaking skills with experience addressing a wide range of audiences
- Fundraising experience with the ability to engage a wide range of donors

**Compensation: \$100,000 per annum, starting salary**

**Contact:** Please send letter of interest, resume and the names and contact information of three (3) professional references in a single PDF document to [HR@api-gbv.org](mailto:HR@api-gbv.org) by July 31, 2020. Applications will be reviewed as they are received, so we encourage candidates to apply early.

**Organizational description:**

The Asian Pacific Institute on Gender-Based Violence is a national resource center on domestic violence, sexual violence, trafficking, and other forms of gender-based violence in Asian and Pacific Islander communities. It serves a national network of advocates; community-based service programs; federal agencies; national and state organizations; legal, health, mental health and language interpretation professionals; researchers; policy makers; and activists from social justice organizations. We promote culturally relevant evidence-informed intervention and prevention; provide consultation, technical assistance and training; develop cutting-edge research, reports and resources; and impact systems change through administrative advocacy and policy analysis. See API-GBV website for more information. <https://www.api-gbv.org>

The Asian Pacific Institute on Gender-Based Violence is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.