NAAAP
National Association of
Asian American Professionals

Executive Director

The **National Association of Asian American Professionals (NAAAP)** is a 501(c)(3) non-profit, all-volunteer organization that cultivates and empowers Asian leaders through professional development, community service, and networking. Founded in 1982, NAAAP has a presence in the United States and Canada with a national all-volunteer leadership team that coordinates programs and events. NAAAP has more than 5,000 active members, and our programs reach more than 25,000 people each year. NAAAP is a pan-Asian organization that engages individuals representing diverse educational, cultural, and professional backgrounds.

NAAAP is guided by a National Board of Directors made up of senior executives. The volunteer leaders that make up the NAAAP national team are led by the Executive Director who reports directly to the chair of the National Board of Directors or designee as assigned by the board.

POSITION OVERVIEW

The **Executive Director** of NAAAP ensures the overall success of the organization's mission through exemplary leadership by overseeing the day-to-day operations, strategic vision, and operating excellence. Along with the executive team, this person is responsible for the operational, financial, and technical aspects of the organization. This position also interfaces with the chapter presidents and as needs arise, chapters individually or collectively.

The Executive Director serves as the public face of the organization and is responsible for promoting the public image of NAAAP when managing relationships with external entities (sponsors, partners, vendors, advocates, prospects, etc.). This individual is the most visible representative of the organization and should take care to exemplify NAAAP in a professional light.

A successful candidate will not only sustain but advance the organization through sponsorship, programming, volunteerism, and membership growth while demonstrating fiscal responsibility.

RESPONSIBILITIES

Leadership & Management

- Lead and develop capabilities of the NAAAP national administration team and work collaboratively with national staff to ensure smooth operations of all NAAAP National functions
- Organize and attend national board of directors meetings, which are typically scheduled every other month
- Attend the Presidents' Council meetings (typically quarterly) and provide assistance and support for chapter leaders as needed
- Work collaboratively with volunteer leaders to ensure successful implementation of NAAAP national programs, including the Leadership Convention, National Leadership Academy, Speakers Bureau, NAAAP Pride, NAAAP Self-Care & Wellness, Women in NAAAP! and other national programs.
- Support and advocate Chapter programs and initiatives
- Own, deliver, and execute NAAAP's strategy development

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Finances

- Maintain familiarity with NAAAP's financial records, compliance, and tax records
- Work collaboratively with the Chief Financial Officer and external accounting firm to ensure regular, accurate, and timely financial reporting to the Board of Directors and internal stakeholders
- Develop and ensure adherence to financial policies, processes, and goals
- Practice frugality, cost efficiency, and cost controls for the organization's finances

Fund-Raising & Sponsor Management

- Develop and execute strategies for fund-raising and business development
- Work collaboratively with national staff to ensure full effectiveness of NAAAP national fund-raising and business development efforts
- Maintain and enhance relationships with current sponsors
- Identify new sponsors to drive growth and ensure continuous sponsor support

External Relations

- Promote NAAAP's mission, vision, and values, and help enhance NAAAP's public image
- Serve as a key spokesperson for the organization
- Represent NAAAP to donors, supporters, stakeholders, strategic partners, communities, civic organizations, regulatory bodies, and the general public

QUALIFICATIONS

- **Three to five years** of experience, or equivalent, in a management capacity of a corporate, nonprofit, or government organization managing an annual revenue of $1M or more
- **Three to five years** of paid experience, or equivalent, in directly managing contractors, employees and volunteers, with capabilities to manage staff and volunteers virtually
- **Three to five years** of volunteer experience, or equivalent, preferably for organizations that emphasize an appreciation for the Asian American and Native Hawaiian/Pacific Islander (AANHPI) community
- **Three to five years** of experience, or equivalent, in fundraising and managing clients or sponsor relationships with demonstrated experience in sourcing, growing and sustaining new funders
- As a spokesperson for NAAAP, candidate must have strong public speaking skills, executive presence and a professional image
- Evidence of leadership effectiveness – particularly in integrity, accountability, communication, team development, leading people/projects and inclusiveness.
- Successful record of driving operational performance, with an ability to accomplish all tasks in a quality and timely manner, both independently and cooperatively in a team environment
- Demonstrated skills and enthusiasm for multi-tasking through influence management
- Frugal disposition and understanding of financial acumen and management
- Strong organizational and time management skills, with a track record of self-initiative and reliability
- Excellent project management and event planning skills
- Excellent contract negotiation skills including development of sponsor packages
- High energy individual who exhibits a balance of "big picture" and attention to details. Must have evidence of results-orientation and passion in engaging and retaining volunteers
- Bachelor's or advanced degree, or equivalent work experience in business admin, nonprofit management or related field
- Travel as required, usually no more than 20%

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- Must be legally authorized to work in the United States

COMPENSATION & OTHER INFORMATION

This Executive Director role will be an at-will full-time employment by NAAAP National.

Salary:	$90k yearly base/travel benefit include reimbursement for travel/accommodations to NAAAP annual conference and NAAAP leadership convention. Additionally, commission earnings available based on agreed upon sponsorship goal. No medical benefits apply.
Hours:	Estimate 40 hours a week. This includes some weekends and may require evening hours.
Evaluations:	For the first year, there will be monthly (30/60/90) performance evaluations and feedback/coaching with a national board member. There will be an annual 360 performance evaluation with a potential yearly increase. Failure to meet expectations could impact employment.
Holidays & Paid Time Off:	This role has 9 paid holidays, 2 floating holidays and 15 paid time off days.
Job Location:	Virtual/work from anywhere but is required to attend NAAAP National events and possible other meetings if needed. Must be open to working in all time zones. Must have reliable technology and equipment. Costs for equipment, remote office supplies, and internet access are the responsibility of the Executive Director.

APPLICATION

To apply for the role of the Executive Director, please send the following attachments to recruitment@naaap.org:

- A cover letter stating your interest for the position and examples from past experience that makes you a qualified candidate
- Your résumé or curriculum vita
- Finalists will be required to produce at least three references who can attest to your qualifications for this role