



To promote social justice by engaging Native Hawaiian and Pacific Islander communities through culturally relevant advocacy, research, and development.

Executive Director Opportunity
Empowering Pacific Islander Communities (EPIC)
Los Angeles, California

About EPIC

In 2009, a group of young Native Hawaiian and Pacific Islander (NHPI) leaders came together to discuss the development of the next generation of community advocates. These leaders, through their various capacities in community service, recognized the need to prepare young advocates for supporting the work of existing community-based organizations and entities by building partnerships and encouraging collaborative efforts. This group formed Empowering Pacific Islander Communities (EPIC), whose mission is to foster opportunities that empower the NHPI community and promote social justice through culturally relevant advocacy, research, and community development.

EPIC is looking to hire an Executive Director! Come and work with us to empower Pacific Islander communities, at our national headquarters in Los Angeles, California.

Key Areas of Responsibility

Fundraising

- Maintain existing and develop strong new relationships with and solicit foundation, corporate, and government funders.

Strategic leadership

- Setting and communicating clear vision for the organization, strengthen current programs and create new program opportunities;
- Engage board and staff in setting an agency vision and direction through annual and five year strategic planning processes.

Board Development

- Work collaboratively with current leadership to grow the Board in size and capacity (Note: EPIC is in a fiscal sponsorship relationship with Asian Americans Advancing Justice - Los Angeles [AAAJ-LA] that handles all financial, human resources and administrative responsibilities.);
- Effectively engage the board in its governance and support roles.

Management and supervision

- Facilitating staff and board communication, provide strong financial management, ensure compliance with state and federal human resource regulations, meet professional needs of staff;
- Manage and facilitate grant/foundational objectives and reports related to funding sources awarded to EPIC;
- Provide strong financial management of the organization;
- Ensure execution of sound human resource practices.

EMPOWERING PACIFIC ISLANDER COMMUNITIES

1137 WILSHIRE BLVD. • LOS ANGELES, CA 90017 • TEL 213.482.4723 • EMPOWEREDPI.ORG

Experience and Qualifications

Required

- 5+ years of nonprofit management experience, as an Executive Director or Senior leader in a Nonprofit;
- Experience with regional or national social justice collaborations and coalitions;
- Proven background in one of EPIC's key program areas - advocacy, research, community Development;
- 2+ years of fund development experience, especially with grants and individual donors. Demonstrated track record;
- Strong public speaking, writing, and media skills. Able to communicate well with different kinds of people across diverse demographics including public officials, coalition partners and donors;
- Experience with nonprofit governance either as a board member or by reporting to a board;
- Bachelors degree or equivalent experience.

Preferred

- Experience building strong teams aligned around a common purpose and expectations;
- Established and well respected by Pacific Islander community and those working to further the rights of Pacific Islanders and all diverse communities;
- Experience supervising employees;
- Advanced degree (Masters or Law) strongly preferred or equivalent experience.

Personal Attributes

- Awareness of and experience working with the Pacific Islander communities;
- Understands the importance of EPIC's history, values and identity;
- Politically savvy and strong political analysis;
- Inspires confidence and trust; a team builder;
- Decisive; able to clearly create a case for action and implement effectively;
- High integrity and a commitment to personal and professional excellence;
- Optimistic and solutions-oriented;
- Sets high standards for themselves and those around them;
- Able to navigate often complex collaborative waters with ease, confidence, humility and action.

Salary and benefits competitive and commensurate with experience. Salary range \$60-70k. EPIC is an equal opportunity employer. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment at EPIC.

The headquarters for EPIC is in Los Angeles. We regret there is no relocation support.

To apply, please send resume including a list of at least 3-professional and/or community references, salary expectations and a cover letter to EPIC Board Chair Karalee M. Vaughn – kmvaughn@empoweredpi.org. Priority consideration will be given if documents are received by February 1, 2017.

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