



Asian Women's Shelter  
3543 18<sup>th</sup> Street #19  
San Francisco, CA 94110

## **EXECUTIVE DIRECTOR Asian Women's Shelter (AWS)**

### **ABOUT AWS**

Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to shared leadership, building effective collaborations, and movement based services and cultural change work.

AWS provides comprehensive services in over forty-two languages through its Direct Service component, including a 24-hour crisis line and shelter program, Multilingual Access Model, and culturally specific initiatives like the Queer Asian Women and Transgender Support Program and the Arab Women's Services Program. AWS's Community Building component works to change values, practices, systems and policies through strategies such as grassroots mobilization, systems reform, and inter-organizational community and capacity building.

In addition to upholding its programs with a dedicated Board of Directors and strong staff of 19, AWS builds and sustains 45 volunteers, and 100 on-call language advocates and community members through its Support of Communities and Services component. AWS maintains sound fiscal, personnel and administrative management through its Grants, Reporting and Fundraising & Finance component, and strengthens its consensus decision-making, internal capacity building, strategic planning, program evaluation and teamwork culture through its Organizational Development component.

*Learn more about the Asian Women's Shelter at [www.sfaws.org](http://www.sfaws.org).*

### **THE POSITION**

The Executive Director (ED), working in conjunction with and reporting to the Board of Directors, provides leadership, vision and overall management to AWS. The ED is instrumental in establishing and implementing the long-term planning and direction of the organization. This position holds responsibility for fundraising, financial integrity, and strategic planning for AWS. The ED oversees and supervises the Associate Director, Finance Director, and Grants, Reporting, and Fundraising and Finance Team (GRAFF). Together with the Associate Director, the Executive Director also oversees and supervises other Program Coordinators to ensure organizational stability and effectiveness.

An overview of the position, including the breakdown of the Executive Director's primary responsibilities and approximation of allocation of time, follows. This is a generalist management position that is directly involved in all of the key areas of running the organization.

**40% Fundraising and Development.** The ED is a strong leader in AWS fund development efforts and takes particular responsibility for AWS's larger federal and state grants. The ED works closely with key staff and the Board to design and implement a comprehensive development program that secures government and foundation support and cultivates donor stewardship and engagement. The ED secures grant funding, and manages, develops and maintains relationships with major donors and funders.

**30% Management, Operations and Fiscal Oversight.** The ED is responsible for the day-to-day general and fiscal management of the organization and its operations. This work includes developing and managing the annual budget and overseeing all financial operations and audits. Supervisory responsibilities include supervising the staff, setting salaries, and overseeing human resources. While the ED and Associate Director work closely together on human resources and organizational development, the ED holds the bottom line for hiring, evaluation, and personnel action. The ED holds responsibility for grants management and implementation of all contracts; and ensures compliance with legal obligations.

**20% Leadership and Board Relations.** This includes carrying out AWS's mission and philosophy; setting the operational and cultural tone for the organization; ongoing collaboration with the Board of Directors, including active participation on several board committees; strategically planning and contributing to the success of AWS' mission, goals, and fundraising; and preparing monthly, quarterly and annual reports for the Board of Directors.

**10% Communications and Program.** The ED supports the Associate Director and program teams to develop and maintain quality programs, evaluation and information systems. The ED is responsible for communicating strategically about the organization to stakeholders.

#### **General Shelter Support & Program Development**

- Participate in and contribute to staff retreats, staff meetings, trainings, and program/organizational development
- Take a regular shift in staff rotation of crisis line and emergency coverage
- Provide a welcoming and supportive environment for shelter residents and participate in shelter activities
- Share office duties and general maintenance of office and shelter space

## **QUALIFICATIONS**

We are seeking candidates with any combination of experience and education to successfully perform the responsibilities of this important position. Candidates must possess thorough knowledge of domestic violence and/or violence against women, and feminist, LGBTQ, social justice, and immigrant/refugee issues; the principles of modern management, including fiscal and budget management; public relations; sound fiscal and fundraising practices; and supervision. Candidates must possess the skills and abilities to successfully support and interact with a Board of Directors, lead a vital and innovative domestic violence shelter, and interact with a complex set of stakeholders. Candidates must

be computer literate and highly skilled at verbal and written communication. Outstanding interpersonal skills are necessary.

## **EXPERIENCE**

A typical way to gain the necessary experience, skills and knowledge for this position is:

- Minimum of 8 years of experience in non-profit management as an executive director, development director, senior manager of equivalent, including a working knowledge of the laws governing charitable organizations;
- Knowledge of domestic violence, violence against women, womens', LGBTQ, trafficking, social justice, and immigrant/refugee issues. Strong interest in and commitment to working with marginalized populations. Ability to network and speak about these issues to a wide range of stakeholders.
- Substantial record of leading successful fundraising and grants management from public and private sources to support nonprofit agency programs.
- Strong experience managing a senior team; knowledge of budgets and finance, administration, program management, evaluation, and strategic planning strongly preferred. Familiarity with Microsoft Office required.
- Exemplary communication skills including public speaking and writing, and an ability to network with mainstream and underserved communities, community partners, government representatives, business executives, foundation officials, donors, and the media.
- Possess integrity, strong work ethic, and demonstrated commitment to upholding AWS mission, values, philosophy and practice in areas of survivor-centeredness, anti-oppression, anti-homophobia, and non-violence.

## **SPECIAL ADA REQUIREMENTS**

Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions.
- The work environment includes settings of the shelter home, community places and office environments. The noise level in these settings is moderate.
- Both standing and sitting are required, the majority of each day of the job time is spent sitting and using a computer keyboard.

- Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
- Required to drive personal auto to provide services and to travel to other sites for meetings, conferences, etc.

## COMPENSATION

Competitive salary range based on experience. Generous benefits and vacation package.

## HOW TO APPLY

We hope to fill this position in early May. Interested candidates should submit via email to [EDsearch@sfaws.org](mailto:EDsearch@sfaws.org) their resume, a two-page or less cover letter that provides information on why you are interested in the position and a brief overview of your experience that you believe most directly relates to the duties of this position as you understand them, and three professional references. *Application material will be accepted until a sufficient number of qualified individuals have applied for interviewing purposes. Prompt response is recommended to ensure that your application is timely and eligible for consideration.*

FLSA:	Exempt
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