

Order No.	3414465
Agency Name	Asian Family Support Services of Austin
Job Title	Executive Director
Job Description (including hours and responsibilities)	<p>The Executive Director will provide a visionary approach to organizational development, with primary oversight of an annual operating budget of \$1.2 million and a staff of 20. Responsibilities encompass all organization functions including budget and finance, program oversight, human resources, funds development and marketing and community relations. The Executive Director is the face of AFSSA throughout the community and identifies, cultivates and maintains strong working relationships with key community leaders, funders and investors, strategic partners, and professionals representing complementary services and supports. The Executive Director reports to the AFSSA Board of Directors. Essential Job Functions Leadership • Thinks broadly and strategically about AFSSA's programmatic initiatives while maintaining oversight of the details necessary to provide the structure for their successful implementation and advancement of AFSSA's mission and vision. • Inspires staff and leads by example. Coaches, mentors and empowers senior staff while developing leadership throughout the organization. Understands the value of growing leadership and management competency internally and its longer-term impact on producing new leaders in the community for long-term community development. • Advocates about domestic abuse and sexual violence issues among Asian American communities, and/or other underserved or oppressed groups, to various levels of government, funding sources &amp; policymakers. Budget and Financial Management • Guides the annual budget process in collaboration with the AFSSA Board, insuring alignment with strategic plan priorities and the efficient use of AFSSA's resources. • Oversees implementation of the annual operating budget in collaboration with senior management staff and Board and monitors to ensure that all operational initiatives are within budgetary limits. • Oversees the annual audit of financial records, in coordination with the Board, and directs the implementation of audit recommendations in coordination with senior level staff. • Monitors reporting of grant activities to ensure agency compliance with grantor/contract guidelines for fiscal and programmatic accountability. Program Oversight • Provides leadership to program management and staff around emerging and innovative practices in the area of service</p>

	<p>provision for survivors of domestic violence and sexual assault. • Monitors program performance (process and outcome measures) to ensure that performance aligns with internal strategic planning goals and identified community needs. • Supervises program managers with a focus on growing leadership and management competency throughout the organization. Human Resources • Identifies best practices in human resources management and facilitates the continual improvement of internal systems with an eye toward future needs and budget realities. • Ensures compliance with all agency, state and federal employment policies and regulations. • Oversees the recruitment, hiring and training of staff, participates in the hiring decisions for senior level management, and provides final authority for hiring decisions. • Conducts annual performance evaluations for all personnel supervised and guides staff to meet performance standards. • Reviews organization's HR and personnel policies at least annually and makes recommendations to the Board for additional or revised policies as needed. Funds Development • With the Board, sets annual revenue targets for funding from public grants and contracts, private philanthropy (major donors, corporations), special events, foundations and earned income. • Monitors progress to strategic funds development goals and reports on progress to the Board. • Forges relationships with a broad spectrum of funding sources including corporations, public and private grant funders and individual contributors. • Encourages and demonstrates an entrepreneurial mindset with regard to earned income opportunities, including fee for service programs, strategic corporate alliances and social innovation funding opportunities. Marketing and Community Relations • Represents AFSSA in peer networks and among leading nonprofit organizations nationally, regionally and within Central Texas. • Promotes and protects the AFSSA brand in the communities served and positions the organization with the media, community leaders and potential funding sources as the leader and "go to" resource for information around the issues and needs of the API community and other underserved populations. • Oversees the development of the Annual Report. • Reviews and approves external marketing collateral including social media and website. Other duties as assigned.</p>
Job Location	Austin, TX
Qualifications	<p>Knowledge, Abilities and Skills • Ability to work with the Board to implement policy and advance the mission of AFSSA. • Skill in balancing the needs of the organization and the needs of employees achieving consensus among competing priorities when feasible. •</p>

	<p>Knowledge of culturally grounded service provision to traditionally underserved populations and of gender-based violence issues and their impact on individuals and families. • Knowledge and proficiency in the use of computers and business productivity software. • Ability to maintain a flexible schedule in accordance with program needs.</p> <p>Required Experience and Education • At least 4 years experience in progressively responsible senior management/ supervisory roles including staff supervision, human resources, fundraising, finance, and/or operations in a nonprofit, public or private sector organization.</p> <p>• A bachelor's degree in a relevant discipline (behavioral science, health and human services, business management, nonprofit management). Masters in a relevant discipline preferred.</p>
Link to application web site (if applicable)	<a href="http://www.afssaustin.org/employment/">http://www.afssaustin.org/employment/</a>
Application Contact Name	Hiring Committee
Phone	5129495948
Email	<a href="mailto:info@afssaustin.org">info@afssaustin.org</a>
Application will be accepted until (closing date):	until position is filled