

JOB POSTING

Executive Director

WHO WE ARE:

The National Korean American Service & Education Consortium (NAKASEC) is seeking an Executive Director to lead a dynamic grassroots based organization. Key political events during the 1990s including the 1992 LA Civil Unrest and the passage of state and federal anti-immigrant legislation prompted local community centers to come together to form NAKASEC.

Thus, NAKASEC is a unique organization among national organizations: the local organizations were the driving force and creators of NAKASEC to ensure that the national voice reflected the local issues and that NAKASEC is firmly grounded in grassroots organizing. NAKASEC was founded in 1994 to advance a progressive voice and promote the full participation of Korean Americans within a diverse, national social justice movement. In the current political and fiscal climate, the need is profound to ensure that the dynamics of the national social justice movement are realized and protected.

NAKASEC is currently based in D.C. with staff based in Los Angeles, along with affiliate organizations in Los Angeles (The Korean Resource Center) and in Chicago (The Korean American Resource & Cultural Center). For more than 15 years, NAKASEC and its affiliates have formed a strong and unique network that forwards a holistic empowerment model. Our affiliates provide programs in education, social services, culture, civic engagement and organizing that address the full human & political needs of community members. NAKASEC develops sound and informed policy advocacy goals, produces relevant educational materials and coordinates results-oriented national grassroots campaigns. These campaigns are informed by our participation in national strategy formations and directed by the leadership of our affiliates.

Our successes span from the restoration of critical benefits such as SSI and food stamps in the late 1990s to the reauthorization and expansion of the state children's health insurance program in 2009 and the registration, education and mobilization of tens of thousands of voters in 2008. In recent years, NAKASEC's reach has broadened as it developed partnerships with local Korean American organizations in various cities and states including East Bay, CA, Dayton, Ohio, Doraville, GA, Anchorage, AK, Dallas, TX, Minneapolis, MN, and greater Washington DC area.

NAKASEC has secured the support of leading foundations, including the Four Freedoms Fund, Ford Foundation, and Atlantic Philanthropies among others, and its financial picture is cautious but stable. The organization has a staff of eight plus interns, based in both DC and Los Angeles, and a national board of 17 representing all major regions of the United States. The board is comprised of a healthy mix of newer and long-term supporters, and is diverse in perspectives, skills and careers, ages, and first and second-generation Korean Americans.

Program areas include: Census 2010, Civic Engagement & Voter Empowerment, Civil Rights (Hate Crimes, Language Access, Voting Rights), Financial Empowerment (Foreclosure counseling and prevention, financial literacy, and Low Income Tax Clinics), Health Reform, Immigrant Rights (Immigration Reform and Immigrant Integration), Youth Leadership Development, and Workers' Rights.

Coalitions and Campaigns: NAKASEC plays a leadership role in the following campaigns and coalitions: Campaign for Community Values, Fair Immigration Reform Movement/Immigrant Organizing Committee, Health Rights Organizing Project, National Council of Asian Pacific Americans, Reform Immigration For America, Rights Working Group, United We DREAM, and the We Are America Alliance

WHO WE ARE LOOKING FOR:

The ideal candidate should possess the following critical attributes for success.

Passion and Authenticity:

As a genuine organization that prioritizes the needs of the most vulnerable in our communities — those with the least resources or representation — NAKASEC needs an executive director that practices leadership that is grounded and realistic but also ambitious and aspirational. The candidate should have a true dedication to the social justice movement and commitment to playing an essential role in raising the voices of our community. The candidate should believe that long-lasting and effective change is only possible if it is grounded in community organizing.

Engaged Leadership:

NAKASEC seeks an executive director that understands that it is not about the amount of resources but about the effective utilization of those precious resources. The ability to successfully recruit and cultivate talent is important. The candidate is expected to create a work environment that fosters the development of new skills and perspectives and values participatory leadership.

Organizational Capacity Building:

The organization has grown significantly in the past 5 years from its staffing, budget and offices to the partnerships it has developed with local Korean American organizations across the country. Our community is just coming of age and there is great potential as we mature politically. NAKASEC needs an executive director that can sustain current operations and programs and also creatively envision and realize a multi-year strategy for growth.

RESPONSIBILITIES:

- **Political analysis and strategy:** Strategic thinking and leadership in developing annual plans, new programs, and national grassroots campaigns.
- **Fundraising:** Develop, manage and maintain fundraising plan including building and maintaining relationships with funders, grant writing, event organizing, and maintaining and expanding membership base.

- **Financial Management:** Develop annual budget with the board and manage funds effectively.
- **Collaborations and Strategic Partnerships:** Build strategic alliances and collaborations with organizational and institutional partners locally and nationally.
- **Personnel Management and Board Development:** Maintain effective relations with the Board of Directors and assist in Board cultivation and development. Hire, supervise and evaluate staff and contractors.
- **Programs:** Oversee, develop and evaluate all programs. Oversee provision of program and technical support to affiliates and members.
- **Media and public relations:** Oversee media and communications activities including press events, production of media materials and publications, and public speaking at conferences and events.

Salary range: Competitive salary commensurate with skills and experience. Full health, dental, vision, and life insurance provided.

Job Location: The successful applicant may be based in DC or Los Angeles.

Application Date: Resumes will be reviewed on a rolling basis; based on the anticipated timing of the search, we highly recommend all applications and recommendations are submitted by May 31, 2011

To apply, email (preferred method), fax or mail cover letter, resume, 3 relevant writing samples (such as policy analysis, fundraising letter, funding proposal), salary history and three references to:

NAKASEC Executive Director Search
c/o Olive Grove Consulting
540 Ralston Ave, Suite 2C
Belmont, CA 94002
NAKASEC@olivegroveconsulting.com
Fax: 309-214-3135