



**Position Announcement**  
**EXECUTIVE DIRECTOR**  
San Francisco, CA

POSITION SUMMARY

The Executive Director of APA Family Support Services oversees the strategic planning, capacity building, resource development, and collaborative networking of APA and the Asian Pacific Islander Family Resource Network. APA seeks a leader with passion for the mission and demonstrated non-profit experience, who will continue to build on the success of this innovative and unique organization.

ABOUT APA

APA Family Support Services (formerly Asian Perinatal Advocates) was founded in 1987 and incorporated as a non-profit organization in 1992. APA provides linguistically appropriate and culturally competent family support services to low income, monolingual Asian Pacific Islander immigrant families. Recognized for its capacity, APA has been contracted to serve Latino and African American clients as well. APA serves 7,000 children and families each year, in nine API languages through its eight San Francisco sites in Chinatown, Excelsior, Mission, and Visitacion Valley. In 2012, APA purchased its own headquarters in Chinatown.

APA is San Francisco's foremost advocate and service provider for immigrant and at-risk API families. Our mission is to promote healthy families and to prevent child abuse and domestic violence in API families and to advocate for culturally competent services for API's through education, community building and leadership development. We offer a continuum of services ranging from prevention, early intervention, crisis intervention and community development.

APA is the lead agency for the API Family Resource Network, which aligns 22 public and private organizations to serve San Francisco's API population. We have established effective collaborative partnerships with the Department of Human Services Agency, Child Welfare Department, Department of Public Health, San Francisco General Hospital, California Pacific Medical Center, San Francisco United School District, San Francisco's Department of Children, Youth & Their Families and First 5 San Francisco, and Department of Status Women among others.

The APA Board of Directors consists of 13 diverse professionals and community representatives who are dedicated to making a change in the lives of the clients we serve. The staff of 42 shares a strong commitment to the agency's mission and places a high value on their collegial work relationships. Most are aided in their ability to serve the clients through their personal experience as bilingual and bicultural immigrants.

APA's annual budget is approximately \$4 million; 84% of revenue is earned through major government contracts. The balance of revenue comes from individual contributions and foundation grants. Over the years,

APA has become known as a nonprofit best practice organization in governance, management and service delivery. For more information, please visit our website at [www.apafss.org](http://www.apafss.org).

### STRATEGIC PRIORITIES

APA's Key Strategic Priorities are to:

1. Strengthen and expand core services central to APA's mission and community needs.
2. Develop staff and Board to sustain APA's success.
3. Expand locations to meet client access and service needs.
4. Increase contributed income.
5. Support, sustain and/or build community partnerships.
6. Strengthen Executive and Management leadership to ensure stability, further growth and development.

### REPORTING RELATIONSHIPS & OVERVIEW

The Executive Director reports to the Board of Directors and works closely with the Board President. The ED supervises the senior management staff including: Associate Director and Program Directors. Roughly half of the ED's time is dedicated to public advocacy and fundraising. The ED is an important internal leader who galvanizes both staff and Board to achieve APA's mission.

### PRIMARY RESPONSIBILITIES

1. **INSTITUTIONAL ADVOCACY:** Acts as agency spokesperson, educating and advocating on behalf of APA's constituencies in public arenas. Develops collaborative working relations with key strategic partners.
2. **FUND DEVELOPMENT:** Takes overall responsibility for fund development; actively cultivates relationships and opportunities with a broad spectrum of funders; identifies and executes development strategies and promotes the visibility of APA.
3. **FINANCIAL MANAGEMENT:** Oversees financial management and fiscal sustainability and accountability.
4. **PROGRAM:** Ensures high quality program planning, development and performance to keep APA a model of culturally competent family support.
5. **LEADERSHIP:** Provides leadership to keep APA focused on its values and mission in how operations and programs are carried out in a changing environment. Leads the execution and updating of the agency's strategic plan. Assumes an active role in organizational development and maintains a positive organizational environment.
6. **BOARD OF DIRECTORS:** Provides leadership and support for the Board's fulfillment of its governance responsibilities, capacity building and major donor cultivation.
7. **ADMINISTRATION:** Implements contracts and ensures compliance with legal obligations.

8. **PERSONNEL:** Creates a positive staff environment that is aligned with APA's values and culturally competent approach; facilitates opportunities for personal and professional development for all staff; and holds the bottom line for hiring, evaluation, and personnel action.

## REQUIRED QUALIFICATIONS

1. Work experience and knowledge of human services administration relevant to APA's services.
2. Cultural Competence: demonstrated knowledge and experience in working with Asian Pacific Islander and people of color communities with specialization in cross-cultural approaches to child development, health and mental health support.
3. Proven, strong advocacy skills. Ability to communicate a genuine passion for APA issues in a compelling and authentic manner to multiple audiences internally and externally. Past advocacy for API communities, public policy experience and familiarity with San Francisco funders and community agencies preferred.
4. Demonstrated abilities in fundraising.
5. Successful senior management experience including personnel, fiscal and program management and marketing.

## DESIRED QUALIFICATIONS

1. Demonstrated ability to make strategic decisions in complex situations.
2. Experience working with nonprofit boards of directors and/or other advisory bodies.
3. Broad community relations experience including working in collaborations of multiple organizations.
4. Masters level degree in social work or related fields of service such as counseling, psychology, public health or administration.
5. Bilingual in API languages preferred.

## COMPENSATION

APA Family Support Services is offering a competitive salary and benefits package. Compensation will be based on the selected candidate's experience and qualifications.

## APPLICATION PROCESS

Please send Letter of Interest and Resume/CV to [EDsearch@apafss.org](mailto:EDsearch@apafss.org)