



**SEARAC**

## **JOB ANNOUNCEMENT**

### ***Director of California***

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Director of California to lead our California advocacy activities, primarily by building and maintaining deep community engagement with community partners and individual advocates, building key policy champions that align with SEARAC's national equity agenda, and building a strong team.

The ideal candidate will have a proven ability to facilitate engagement among diverse groups, ranging from policy makers to local partners. They will have a combination of both strategic thinking and implementation skills, including experience developing long- and short-term strategic goals and objectives, staff supervision, building and working in coalitions, advocating with a diverse set of stakeholders, and having deep familiarity with the SEAA community. The Director of California joins our California Health Manager as part of a growing and dynamic Sacramento-based team and reports to the Executive Director.

The position is located in SEARAC's Sacramento, CA, office.

#### **About SEARAC**

Founded in 1979, SEARAC is a national civil rights organization whose mission is to empower Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

We have a reputation of being a leading national advocacy voice on issues that deeply affect the Southeast Asian American community. Our advocacy is grounded in deep community engagement with community partners and individual advocates and in solidarity with other communities of color and social justice movements.

The purpose of California office is to be a leading advocacy voice on behalf of Southeast Asian American communities in California, to produce model legislation for national replication and/or influence, and to be the mobilization base for SEARAC's issues. California is home to almost one million Southeast Asian Americans (SEAA) who trace their heritage to Cambodia, Laos, or Vietnam, comprising the nation's largest SEAA community.

#### **Responsibilities**

##### ***Visioning and Strategic Planning (30%)***



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- In collaboration with SEARAC's Executive Director, develop both short- and long-range strategies for advocacy policy and programs.

### ***Policy and Program Management (30%)***

- Oversee CA-based education, immigration, and health advocacy and ensure alignment to larger organizational strategies.
- Establish and maintain relationships with key decision-making offices and allies to advance advocacy efforts in collaboration with SEARAC's policy advocates.
- Strategically build and expand relationships in California with local partners, policymakers, and philanthropy to advance SEARAC's work and the interests of SEAA communities.
- Request and lead meetings with legislative, administrative, and community decision makers on policy issues affecting SEAA communities strategically in coordination with policy advocates.
- Represent SEARAC in coalitions around health equity, immigration, and education strategically in coordination with policy advocates.
- Lead and collaborate on numerous coalition initiatives to advance SEARAC's policy priorities, ensuring that SEARAC's priorities remain an integral part of coalition work strategically in coordination with policy advocates.
- Oversee and implement statewide training initiatives including regional and local trainings for community-based organizations and advocates to build their advocacy and organizational capacity.
- Oversee development of advocacy training materials and training modules.
- Represent SEARAC at conferences and prepare conference presentations.
- Engage AAPI community-based organizations in sustained advocacy.

### ***Community Engagement and Training (20%)***

- Support the development of national and statewide training initiatives, including the annual Leadership & Advocacy Training program.
- Represent SEARAC in the media as a surrogate for the Executive Director as needed.
- Represent SEARAC at conferences and prepare conference presentations.

### ***Development, Operations, and Staff Management (20%)***

- Serve as a member of the organization's leadership team.
- Supervise at least two full-time staff and additional interns, volunteers, and consultants.
- Work with the Executive Director to annually review staff performance and work plans.
- Oversee all California grants and work with Executive Director to modify budgets as needed.
- Work with Executive Director and Director of Communications and Development to identify, pursue, and develop strategies for program expansion/sustainability.
- Manage CA office facilities, and communicate with the DC office to manage maintenance and billing.
- The Director of California may have other duties as specified by the Executive Director.
- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

## **Experience/Skills**



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- Deep familiarity with California’s SEAA communities.
- 7-10 years of experience in non-profit management, ideally in grassroots public policy strategies at the local or state level, and experience with one of SEARAC’s major policy areas (health, immigration, education, or boys & men of color) as they pertain to SEAs.
- Able to apply strategic, creative, and sound thinking, while being persistent, motivated, and energetic to produce results.
- Excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities.
- Demonstrated ability to build relationships with diverse stakeholders ranging from policy makers to community partners. Ability to work effectively across diverse and marginalized communities, and to bring in allies from across diverse communities.
- Community engagement experience through community-based organizations. Demonstrated effective grassroots public policy strategies a plus.
- Management experience including human resources (supervising interns, staff, and/or consultants), financial and grant management (budgeting and project reporting), and strategic planning (setting annual and long-term goals).
- Superior verbal and written communication abilities.
- Group facilitation and training.
- Ability to travel throughout California on average once per month, and work weekends as required.

### Education

Advanced degree or equivalent in public policy or administration, social sciences, or other relevant fields. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

### Compensation

Salary range \$70,000 - \$80,000 dependent upon experience. Strong benefits package including medical insurance, 403(b) retirement fund with match of up to 3% of an employee’s annual salary, and 8-week sabbatical leave upon completion of 5 years of employment.

### Application Deadline

Priority Deadline: March 15, 2020

### Application Process

Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (preferably policy-related, no more than 3 pages) to [application@searac.org](mailto:application@searac.org) in **PDF or MS Word format**. Please include “*Director of California*” in the subject line of emails.