



Position: Executive Director

Background:

Now a national 501c3, Act to Change began as a public awareness campaign in partnership with President Obama's White House Initiative dedicated to the AAPI community, the Sikh Coalition, and the Coalition of Asian Pacifics in Entertainment. The campaign focused on bullying prevention among youth that identify as AAPI, Sikh, Muslim, LGBTQ+, and/or as immigrants. Act to Change is the only national group with this primary focus, with an interdisciplinary approach that spans education, public health, and civil rights.

We envision a world where all youth have the opportunity to grow up feeling proud and supported in their identities.

Since its launch, Act To Change has led educational programming for K-12 youth, served as a resource for educators and caregivers, and has built coalitions with advocacy organizations to impact policy. Our work in those three main areas is highlighted below:

Programs & Events:

- Strength in Solidarity Youth Conference
- Youth Rising
- National Bullying Prevention Month Changemakers Summit
- UNITED WE STAND: Annual AAPI Day Against Bullying + Hate, rallying over 200 organizations and celebrities
- #CovidConvos, a dialogue series against Coronavirus-related racism
- Pride Convos: Breaking Barriers in the LGBTQ+ AAPI Community
- #KindnessHeals Digital Art Exhibition
- Youth Ambassadors Program

Curriculum & Data Resources:

- Launched "Classroom Convos" in an effort to address curriculum improvements surrounding bullying prevention
- Homeroom Anti-Bullying Workshop with Tan France
- Racism is a Virus Toolkit
- Release of [2021 Asian American Bullying Survey Report](#) in collaboration with NextShark and ADMERASIA.



Policy/Advocacy Coalitions:

- Hate Crimes Task Force
- Teach for America
- Stop AAPI Hate
- National Council for Asian Pacific Americans
- TAAF Anti-Hate Network

After a successful three years, the organization is excited to hire its first Executive Director. Reporting Directly to the board, the Executive Director will serve as the key management leader of Act To Change. The Executive Director will be responsible for overseeing the strategy, administration, and fundraising of the organization. Other key duties include overseeing programs, marketing, and community partnerships.

GENERAL RESPONSIBILITIES:

Organizational Strategy & Leadership: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning to ensure that Act To Change can successfully fulfill its mission into the future.
- Implementing Act To Change's programs that carry out the organization's mission.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Operations Management: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Oversee marketing and other communications efforts.



External Leadership & Fundraising: Develops resources sufficient to ensure the financial health of the organization.

- Fundraising and developing other revenues necessary to support Act To Change's mission.
- Serve as Act To Change's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Act To Change's Mission.

Board Engagement: Work with the board in order to fulfill the organization mission.

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for leading and overseeing the Act to Change Advisory Council

Professional Qualifications Needed

- 5+ years senior nonprofit management experience
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Transparent and high integrity leadership.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.



- Strong public speaking ability.

Compensation: \$90 - \$100K

Location: New York City, Washington DC, or Los Angeles

Act to Change is an equal opportunity employer. Act to Change does not and shall not discriminate on the race, color, religion, creed, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in any of its activities or operations.