



POSITION AVAILABLE
EXECUTIVE DIRECTOR
ASIAN AMERICAN JOURNALISTS ASSOCIATION
San Francisco, CA

ABOUT THE ORGANIZATION

The Asian American Journalists Association (AAJA) is the nation's largest non-profit membership organization for Asian American and Pacific Islander (AAPI) journalists. Created in 1981, AAJA seeks to increase the employment of AAPI journalists in print, broadcast and new media; assists students in pursuing journalism careers and works to enhance the professional skills of journalists. To learn more about AAJA, visit us at www.aaja.org.

PRIMARY DUTIES AND RESPONSIBILITIES

The Executive Director is responsible for overall administration and management of programs, personnel, chapter development, fundraising and finances of AAJA. A major responsibility of this position is fund development and the overall planning and successful implementation of AAJA's annual national conventions.

SPECIFIC RESPONSIBILITIES

Fund Development

- Primary organization fundraiser- responsible for driving fund development strategies, grant writing and cultivating donor and corporate sponsor relations to meet its \$1.2 million annual operating budget and its \$2 million National Endowment campaign goal.

Financial and Organizational Management

- Develop and manage budgets, accounts, billings and the overall fiscal management of AAJA.
- Maintain official records of AAJA activities and meetings, and file quarterly reports to the AAJA Board.



Staff and Chapters Management

- Recruit, train and supervise staff, including a deputy executive director, consultants and volunteers.
- Serve as liaison to AAJA chapters, assist in their development and ensure their compliance with AAJA bylaws and procedures.

National Convention Planning

- Plan the annual National Convention and other activities and programs adopted by the Board.

Community Representation

- Represent AAJA at industry conferences, meetings and other gatherings
- Develop and maintain contacts with journalism industry, AAPI community leaders and members, and the alliance partners under UNITY: Journalists of Color.

REQUIRED QUALIFICATIONS

- Bachelor's degree in mass communications, journalism or related fields.
- Minimum of one-year work experience as Chief Executive Officer or Executive Director of a professional membership or a service-oriented organization.
- Prior supervisory experience (2-3 years minimum) managing a diverse workforce.
- At least two years' work experience managing programs and budgets.
- Demonstrated experience in successful fundraising for non-profit organizations or groups.
- Documented work or volunteer experience in planning and implementing conventions, meetings and special events.
- Excellent organizational and communications skills - verbal and written.
- Knowledge of journalism in the multi-media environment.

DESIRED QUALIFICATIONS

- Demonstrated interest or experience in working with AAPI communities and in the non-profit environment



- Demonstrated experience in journalism or media-related tasks.

SALARY AND BENEFITS

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

APPLICATION PROCESS

Applicants should send a resume and cover letter describing their qualifications and interest in the position to executivesearch@aja.org by **October 1, 2008**. Projected start date is December 1, 2008 or sooner. No phone calls please.

AAJA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation or political orientation.