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EXECUTIVE DIRECTOR
South Asian Americans Leading Together (SAALT)
Takoma Park, MD

South Asian Americans Leading Together (SAALT) is a national, nonpartisan, non-profit organization that fights for racial justice and advocates for the civil rights of all South Asians in the United States. Our ultimate vision is dignity and full inclusion for all. For more information about SAALT, visit our website: www.saalt.org.

<u>Position Title:</u>	Executive Director
<u>Location:</u>	Takoma Park, Maryland
<u>Job Posting Date:</u>	September 23, 2019
<u>Priority Deadline:</u>	November 15, 2019
<u>Start Date:</u>	No later than February 1, 2020

Position Summary

South Asian Americans Leading Together (SAALT) seeks an Executive Director to advance the organization's mission, vision, and strategic relationships; serve as primary spokesperson and fundraiser; and work with senior staff to oversee internal operations, staff, programs, partnerships, and other priorities of the organization.

The Executive Director will be responsible for successfully managing the operations and finances of the organization; ensuring that the organization meets programmatic and funding commitments; develops and maintains relationships with coalitions, partners, and key stakeholders; and enhances SAALT's reputation while expanding its presence. The Executive Director will also be responsible for developing and implementing a fundraising plan, including cultivating relationships with donors and donor prospects, foundations, and corporations.

Qualifications

Candidates to be the Executive Director of SAALT must have demonstrated mastery of the following:

Leadership: The capacity to provide vision, motivate others, and ensure that the organization is responsive to constituency and community needs and has a clear sense of purpose and direction, including:

- The ability to foster a team-based environment to translate vision into programs and strategies to achieve the organization's objectives.

- A successful track record of expanding the size and impact of an organization in a way that sustains relationships with staff, partners, and community/constituents.
- Demonstrated effective strategic thinking by translating bold vision into impact, specifically with high-stakes partnerships and collaborations, policy and programmatic initiatives, and innovative, creative strategies to deepen impact.

Resource Development and Financial Management: Demonstrated capacity to fundraise, sustain and expand an organizational budget from diverse public and private sources—including individual and major donors and foundations, government, corporations, events, and revenue-producing activities. Ideal candidate has:

- Demonstrated experience building strong relationships with funders.
- Demonstrated mastery of fiscal management, budgeting, and financial reporting, including creating and understanding budgets, working with accountants and auditors, and presenting financial statements to stakeholders.

Nonprofit Management: At least five years of nonprofit experience and management experience, including operations and infrastructure management, and experience in hiring, supervising, and evaluating and developing staff. A successful candidate will have an ability to:

- Set benchmarks and show the impact of the organization's programming.
- To recruit, motivate and build the capacity of staff and consultants to effectively achieve the organization's objectives.
- Manage internal and external conflict in an equitable, inclusive, and transformative manner.

Communications Skills: Expertise in public speaking and comfort with media appearances in order to act as the organization's primary spokesperson and represent SAALT to the media, policy makers, institutional stakeholders, and other relevant audiences. A successful candidate will possess:

- Demonstrated experience writing op-eds.
- Experience communicating via a broad range of media, including use of social media.
- Excellent networking and social skills.

Strategic Partnerships/Coalition Building: Demonstrated capacity and experience with maintaining and building new relationships within the South Asian community, the National Coalition of South Asian Organizations (NCSO), and external partners to further the organization's objectives, including strategically important individuals and organizations, Congress, and the federal government.

South Asian Community Experience: Candidates must have a deep understanding of the diversity within South Asian American communities and must have a structural and critical analysis about the opportunities and challenges facing South Asian American communities. The ideal candidate will have:

- A trusted reputation within the progressive South Asian American community.
- Experience with building bridges between diverse communities.
- Experience in working with marginalized communities and/or communities of color.



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- A demonstrated commitment to building community power and elevating the needs of the most marginalized populations within the community, including understanding the value of organizing and political education.

Core Values: Candidates must model the following values:

- a demonstrated commitment to equity, community, inclusion
- intersectional approach to social justice
- transparency, particularly in interactions with the board, staff, and community
- flexibility, adaptability, and open-mindedness
- willingness to learn from mistakes
- heightened self-awareness
- creativity and resourcefulness
- humility, resilience, and courage
- team-orientation

Ideal candidates will also have the following skills, experience, and characteristics:

Board Relations: Demonstrated capacity and experience in working with nonprofit Boards and advisory groups, ensuring information sharing, effective communications, consultation, and support to enable the Board to fulfill its oversight responsibilities.

Program Development, Implementation, and Management: Demonstrated ability to shape and connect the development, implementation, and evaluation of programs, policies, organizational plans, and financial plans, to further SAALT’s mission and reflect its values.

Public Policy and Advocacy: Vision for deepening SAALT’s involvement in policy formation and a working knowledge of significant developments and trends, including key issues affecting our country and communities of color, and an understanding of how nonprofits and coalitions interact with Congress, the Administration, federal agencies and other centers of power and influence in Washington, D.C. that shape development of federal policy and legislation. This should be coupled with a commitment to integrating and uplifting movement goals into the federal policy and advocacy world.

Compensation

\$89,000-\$95,000 or commensurate with experience. SAALT offers a generous benefits package, including health, vision, and dental; vacation; and professional development opportunities.

Application Requirements

To apply for the position, please send the following materials (in one .pdf file) to info@saalt.org with “Executive Director Application” in the subject line (no phone or email inquiries please):

1. **Cover Letter:** A letter explaining your interest in and most important qualifications for the position, with direct reference to the qualifications stated in the position description. Why does



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this position appeal to you? What are your values and theory of social change, and why is SAALT the right organization for you? How will you lead SAALT?

2. CV or Resume: A detailed resume with key dates, positions held, and skills attained that connect to the qualifications stated in the position description.
3. Contact information: Your preferred contact information.
4. Additional materials: Up to five pages of supplemental information to support your application. Examples could include an existing fundraising plan/strategy, op-eds published, speeches given, or links to media appearances.

About SAALT

South Asian Americans Leading Together (SAALT) is a national, nonpartisan, non-profit organization that fights for racial justice and advocates for the civil rights of all South Asians in the United States. Our ultimate vision is dignity and full inclusion for all.

We fulfill our mission through:

- Advocating for just and equitable public policies at the national and local level;
- Strengthening grassroots South Asian organizations as catalysts for community change;
- Informing and influencing the national dialogue on trends impacting our communities.

SAALT is the only national, staffed South Asian organization that advocates around issues affecting South Asian communities through a social justice framework.

SAALT's strategies include conducting public policy analysis and advocacy; building partnerships with South Asian organizations and allies; mobilizing communities to take action; and developing leadership for social change.

SAALT's programs are grounded in our guiding values that stem from a view of the world that is based on social change and social justice principles.

- We use a progressive social justice framework in our analysis;
- We apply a movement building, intersectional approach;
- We are rooted in community and believe in the value of community power to spur change;
- We advocate for structural change while working within existing power systems to make them just and inclusive.

For more information about SAALT, visit our website: www.saalt.org

SAALT is an equal opportunity employer and values equity, diversity, and inclusion in hiring. We encourage people from historically-marginalized communities to apply.