

Position Title: Managing Director

Job Status: Full-time position with benefits, including health, dental, vision, and transportation stipend

Date of Posting: August 1, 2015

Location: Takoma Park, MD

Reports To: Executive Director

Priority Deadline: March 1, 2016

Position Description

South Asian Americans Leading Together (SAALT)

South Asian Americans Leading Together (SAALT), a national non-partisan non-profit organization whose mission is to elevate the voices and perspectives of South Asian individuals and organizations seeking to build a more just and inclusive society in the United States, seeks a Managing Director to be based in its Takoma Park, MD office. SAALT is the premier national nonprofit advocacy organization that brings together the full diversity of South Asian American communities nationwide.

Managing Director

SAALT seeks a seasoned nonprofit professional with extensive management and program development or fundraising experience to manage its Takoma Park, MD office and provide high-level, strategic support around internal organizational development, human resources, and program management as a member of the senior management team.

Position

Reporting to the executive director (ED), the Managing Director will have both internal and external facing responsibilities, ranging from program management (overall supervision of SAALT's programs, grant reporting) to overall organizational administration (information technology, reporting, facilities management), and human capital (HR/recruiting, mentoring, career progression). The Managing Director will partner closely with the ED to chart SAALT's future growth and strategic response to an ever-increasing demand for the organization's services.

Responsibilities

Program, Management, and Stakeholder/Partner Relations/Management

- Structure and lead teams to deliver outstanding organizational work.
- Build and maintain strong strategic relationships; excellent relationship-builder.
- Represent SAALT in stakeholder conferences, National Coalition of South Asian Organizations conversations, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.

Organizational Growth, Sustainability, Support

- Partner with the ED in essential internal organizational leadership activities (human resources, administration, and organizational planning).
- Manage increasing segments of information technology, human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and some internal budgeting/finance duties.
- Identify best practices and improve internal systems with an eye toward future needs, budget realities, and opportunities.
- Maintain responsibility, with Executive Director, for day to day to financial management and oversight functions
- Mentoring, coaching; visible, approachable sounding board/resource for junior staff

Qualifications

- Seasoned nonprofit professional with strong organizational and management skills
- 10+ years in a management position in a nonprofit organization, foundation, or government agency
- Highly intelligent, advanced/MBA degree
- Track record of delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Experience with basic financial management and budgeting
- Proven ability to work with efficiency and flexibility
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication, sense of humor, and interpersonal skills are essential
- Passionate about SAALT's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct, with substance
- Self-starter, self-disciplined
- Demonstrated ability to pivot in the face of a rapidly-shifting organizational environment; strong problem-solving skills
- Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations

Compensation

SAALT will provide compensation for this position commensurate with experience. A generous vacation policy and health, dental, vision, and transportation stipend benefits will also be provided.

How to Apply



6930 Carroll Avenue, Suite 506
Takoma Park, MD 20912

Phone: 301.270.1855
Fax: 301.270.1882
info@saalt.org
www.saalt.org

Please e-mail a thoughtful cover letter detailing your relevant experience, resume, and an unedited development, communications, or policy-related writing sample (maximum 5 pages) as a single PDF document to info@saalt.org, indicating "Managing Director" in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and will give priority consideration to applications received by **March 1, 2016**. Only qualified candidates will be contacted. **No phone calls, please.**

SAALT is an equal opportunity employer.