



Asian/Pacific Islander
Domestic Violence Resource Project

Job Announcement: Executive Director

The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) is seeking an Executive Director. Founded in 1995, DVRP is a nonprofit organization that seeks to address and prevent domestic violence in Asian and Pacific Islander (A/PI) communities in the Washington, DC metropolitan area. DVRP is a non-hierarchical organization structured on mutual respect, shared responsibility, trust and equality supported by a collaborative style of leadership.

Position Summary:

DVRP is seeking an Executive Director who will work collaboratively with the organization's staff, board, community advocates and leaders, and other women's rights, civil rights, and community-based organizations to ensure the achievement of DVRP's mission through successful implementation of our programs, fundraising initiatives, and strategic plan. Our ideal candidate will bring a visionary approach to organizational development and the promotion of social justice. The individual will be resourceful, highly organized, a team builder, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The Executive Director will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

This position will work closely with staff, volunteers, and the Board of Directors. Position requires some weekend and evening hours.

Primary Responsibilities:

- Work closely with the staff and Board of Directors to develop and implement annual program and committee goals based on DVRP's three year strategic plan
- Build effective relationships with community leaders, funders, donors, community members, and allied professionals and agencies
- Represent DVRP in a variety of settings, including media interviews, public speaking engagements, and government hearings and briefings
- Fundraise to meet the targets set by the organization's annual budget and strategic plan
- Write foundation, local, federal, and state grants for organizational and programmatic funding and ensure compliance with all programmatic and financial reporting requirements
- Ensure sound fiscal management of the organization, which includes preparing the annual organizational budget in consultation with the Board of Directors, overseeing its implementation, as well as daily in-house accounting duties
- Ensure continuity of non-hierarchical structure as DVRP continues to grow
- Perform other duties as needed

Minimum Qualifications:

- Experience working in A/PI or marginalized communities
- Bachelor's degree plus 3+ years of relevant experience, or equivalent
- Demonstrated commitment to social justice, anti-oppression, and/or ending gender-based violence
- Management experience
- Development and grant writing skills

Preferred Qualifications:

- Advanced degree and 5-7+ years of experience
- Familiarity with organizational development
- Experience working on gender-based violence issues
- Experience leading an organization, performing community outreach, providing technical assistance, and working directly with domestic violence survivors
- Proven track record in writing successful grant applications for the public and private sectors
- Demonstrated experience in establishing and cultivating relationships with individual donors and other key stakeholders who can provide connections that advance DVRP's mission
- Experience with Quickbooks software
- Demonstrated communication skills, especially public speaking or media experience
- Bilingual or multilingual in A/PI language(s)

Compensation:

Commensurate with experience, along with an excellent benefit package.

Application Process:

Applications are due by November 16, 2009. Please email resume, cover letter, and short [5-8 pages] writing sample to HR@dvrp.org.

No phone calls please.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of "race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business."