

## **VIETNAMESE ASSOCIATION OF ILLINOIS (VAI)**

### **Executive Director Search Announcement**

*For best consideration, please apply by September 1, 2020.*



## **I. About the Organization**

Established almost four decades ago, the Vietnamese Association of Illinois (VAI) has served thousands of Vietnamese Americans and other ethnic communities in facilitating resettlement and citizenship, building community, seeking employment, addressing healthcare issues, raising political awareness, providing educational opportunities, addressing multigenerational issues for seniors and youth, establishing and expanding businesses, and strengthening cultural heritage. For more information about VAI's history, programmatic offerings, and values, please visit our website ([www.hnvi.org](http://www.hnvi.org)).

## **II. About the Position**

The Executive Director of the Vietnamese Association of Illinois will lead and oversee all affairs related to the organization, including managing, planning, directing and implementing all organization programming, activities, finances and personnel. The successful candidate must be a skilled leader, able to communicate effectively to all stakeholders, comfortable working in a consensus-driven, collaborative environment, and adept in building collaborative relationships with the staff, Board of Directors, and various communities served by VAI. Sensitivity to the needs of VAI's clients and their families are of the utmost importance to the role. This position is based in VAI's Uptown offices, and reports to the Board of Directors. The Executive Director will work with a committed team and will be a leader who embodies integrity, humility and agility while working to navigate multiple priorities and projects. They will approach their work as a constant learner and listener.

## **III. Essential Responsibilities and Functions**

### *Mission and Strategy*

- Ensure a long-range strategy for all stakeholders including clients, community residents, staff and the VAI Board;
- Ensure that programs and annual goals align with the mission and vision, and move the organization toward consistent and effective delivery of services;
- Uphold and champion the organization's culture and values;
- Foster collaborative relationships with various community member representatives to support the mission and strategy of VAI

### *Staff, Leadership and Programs*

- Maintain an environment that attracts, retains, and motivates a diverse staff of professionals;
- Create a climate that values teamwork, fosters accountability, and supports staff through education, resources, coaching and opportunities for professional development;
- Cultivate and enhance programmatic opportunities;
- Support ongoing review and evaluation of programs for efficiency, sustainability, and quality;
- Build and cultivate relationships with VAI Board of Directors and Advisory Board;
- Serve as the primary spokesperson for the organization representing its programs and point of view to other social service agencies, community groups, funders, media and the public; and
- Explore opportunities for collaboration with other social service agencies for the mutual benefit of the agencies and those they serve.

### *Management, Finance, and Budget*

- Sustain the organization's future with appropriate attention to all facets of the budget;
- Provide guidance and oversight of annual budget;

- Recommend the annual budget for approval by the Board of Directors and prudently manage organizational resources within those budget guidelines and according to laws and regulations;

#### *Fundraising, Marketing and Resource Development*

- Increase, strengthen and diversify the organization’s funding sources as well as understand the complex funding/federal guidelines that regulate sources and accounting;
- Maintain positive relationships with state and local officials who can assist regarding funding and timely payment of grant funds;
- Ensure sufficient resources to support general operating costs;
- Develop proposals to fundraise through established and new programs;

#### **IV. Qualifications**

##### *Essential qualifications include:*

- Minimum of 5 years’ executive experience in a comparable leadership-role at a multi-program, mission-driven organization;
- Positive, collaborative leadership style/approach;
- Comfort with public relations and public speaking, as well as communicating information to a wide range of audiences;
- Ability to work successfully with diverse audiences and multiple immigrant and refugee communities in the Chicagoland area;
- Demonstrated interest, understanding of and ability to work in human services and immigrant communities (especially in the context of social services);
- High degree of sensitivity and understanding of cultural and ethnic differences, and how they influence and interact in multiple intersecting communities;
- Experience and ability to partner, manage and team with a strong and active Board of Directors;
- Strong financial acumen and operating experience;
- Possession of a wide network of professional contacts, including in the foundation/philanthropic community; and
- Excellent verbal and written communication skills.

#### **V. Compensation and Benefits**

This a full-time, salaried position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

#### **VI. How to Apply**

Applicants should email a cover letter and resume in PDF format to [VAI.Recruitment@hnvi.org](mailto:VAI.Recruitment@hnvi.org) with subject line “VAI – Executive Director Search.”

Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address indicated here. No phone calls, please. Note that due to the number of applications we receive, we will only respond to those candidates whom we would like to invite to interview for the position.

*VAI is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.*