



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

DuPage Site Manager Job Description

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage County. Our mission is to foster unity and solidarity among Vietnamese people in Illinois and our work has included assisting in the resettlement of families, those applying for citizenship, building community, and increasing civic engagement.

The DuPage Site Manager is responsible for promoting VAI's programs and services in DuPage County, implementing strategies to increase community engagement and participation, diversifying fundraising through effective community-building, as well as managing the daily office needs of VAI's office in Carol Stream. This role requires a deep understanding of relationship dynamics, strong process for development and adherence, and proven expertise in project management. The Manager will work closely with the Executive Director and leadership team at the organization.

RESPONSIBILITIES:

- Develop outreach strategy to promote VAI's programs and services to residents in DuPage County;
- Develop and implement fundraising strategies and community building events in DuPage County and neighboring suburbs;
- Lead fundraising efforts and organize fundraising events throughout the year, in collaboration with the Development Manager;
- Strengthen relationships with funders and community partners through effective communication;
- Contribute to developing the database of supporters with current contact information, biographies, giving histories, and meeting notes.
- Manage issues relating to the office space and lease and ensures compliance with all office lease provisions including HVAC maintenance, utilities coordination, and liability insurance;
- Oversees maintenance, mailing, shipping, ordering supplies, equipment, and vendor bills, including being primary contact for vendors, service providers, and the Property Manager;
- Coordinates with the Executive Director and Finance Manager on costs associated with management of the office;
- Provides office support to DuPage staff and ensures all office procedures are kept up and followed by staff;
- Supports other projects as agreed upon.

QUALIFICATIONS & EXPERIENCE:

- Excellent writing and communication skills with strong people skills;
- Excellent analytical, organizational, and project management skills;
- Excellent conflict-resolution skills with ability to mediate and reach mutual understanding in a community setting;

The Vietnamese Association of Illinois (VAI) is a 501(c)(3) nonprofit organization that focuses on serving diverse communities, fostering unity, and promoting Vietnamese American identity.



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

- Ability to prioritize and manage multiple tasks with accuracy, attention to detail and confidentiality;
- Experience working in professional settings with diverse groups of people;
- Strong skills with Microsoft Office and Office 365 Suite;
- Minimum 2-3 years of broad experience in management in community-based organizations;
- Bachelor's degree preferred;
- *Strongly preferred:* Proficiency in English and another language (oral and written).

Work Requirements:

This is a full-time position based at VAI's office in Carol Stream. Hours may occasionally exceed 40 hours a week. Occasional evening and weekend hours required.

Job Type: Full-time salaried position with benefits package. Salary range: \$52,000-\$55,000.

If interested, please submit a cover letter, short writing sample, resume, and three references to InfoVAI@hnvi.org with "DuPage Site Manager" in the email subject line.

VAI is an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.