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CAMBODIAN ASSOCIATION OF GREATER PHILADELPHIA, INC.

Job Announcement:

Executive Director

Organization Overview

The Cambodian Association of Greater Philadelphia (CAGP), the city's foundation of social, health and education programs for Cambodian refugees and their families has achieved extraordinary organizational development and growth over thirty years. We are the only organization of its kind, specializing in providing innovative and unique bilingual programs and services to meet the combined social, economic, health and educational needs of Cambodians in Philadelphia, many of whom are survivors of the Cambodian genocide or descendants of survivors.

Mission

The mission of the Cambodian Association of Greater Philadelphia is to improve the quality of life of Cambodian-Americans in Greater Philadelphia through direct service, advocacy, and cultural education.

Vision

The vision of the Cambodian Association of Greater Philadelphia is to ensure all stakeholders support the community in the enrichment of culture, community, and social fortitude.

Position Summary

The Executive Director (ED) is responsible for the successful leadership and management of the CAGP. The ED holds the overall strategic and operational responsibility for the CAGP: its staff, programs, and expansion. The ED encompasses and advances the vision of the CAGP organization. Other duties include: overseeing fundraising initiatives, human resource management, financial management, marketing, community outreach and cultural cultivation.

Position Responsibilities:

Leadership and Management

- Participates with the Board of Directors to ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommends timelines and resources needed to achieve the strategic goals.
- Provides leadership, vision and management of all organizational functions
- Supervises staff and implements performance standards.
- Represents the organization at community activities to enhance the organization's community profile

- Recruits and selects staff who possess the technical and personal abilities to align with the CAGP's mission
- Maintains an environment which attracts, keeps, and motivates all CAGP staff, board members, and volunteers
- Establishes good working relationships and collaborative arrangements with community groups, funders, leaders and other organizations to help achieve the goals of the organization
- Researches funding sources, oversees the development of fundraising plans and writes funding proposals to support existing program operations
- Performs other duties as assigned
- Prioritizes and delegates duties to facilitate organizational achievement
- Manages multiple projects and programs simultaneously
- Resolves conflict within the organization's staff, its members, and with the community
- Ensures compliance with applicable Federal, state, and local laws and regulations
- Writes operational procedures, policies, grants, contracts, and/or other related materials
- Budget preparation and administration
- Travels and/or drives both in/out of state to attend meetings, make appearances, speak publicly, and participate in conferences.

Qualifications:

Minimum Education and Experience

- Bachelor's degree and five years of related work experience OR an equivalent combination of education and experience to successfully perform the essential duties of the position
- A minimum of two years of experience in a management role.

Preferred Experience

- Five to ten years of experience in a non-profit organization management/leadership
- The ability to speak, read, and write Khmer
- Master's degree or higher

Relevant Knowledge and Skills:

- Strategic planning principles
- Negotiation and mediation techniques
- Project management principles
- Program development and administration principles and practices
- Administrative principles
- Accounting and financial management principles
- Strategy development principles and procedures

- Applicable federal, state, and local law and regulations
- English language, written and verbal proficiency with punctuation and grammar
- Public relations principles
- Management and leadership principles
- Marketing principles
- Grant and contract administration principles
- Cultivating, monitoring and evaluating employees
- Interpreting and applying applicable laws, rules, and regulations
- Preparing and giving presentations
- Proficiency with computers and related software applications
- Analyzing problems and identifying solutions
- Interpersonal networking skills as applied to interaction with staff, funders, and community partners
- Experience working with ethnically and economically diverse populations, locally or nationally with a wide range of Southeast Asian American communities
- Experience working with grassroots community-based organizations
- Proven ability to be a strong and compelling advocate and spokesperson in a range of settings: community-based settings, among policymakers, funder circles, and with media
- Demonstrate experience raising funds from individual donors, corporations, and public or private foundations, and possessing strategic relationship-building skills and the ability to attract donor investment
- Successful experience managing collaborations, coalitions, and partnerships, on a local, state, and national level
- Experience motivating and developing staff, including effective delegation and team-building.
- Positive, outcome-driven experience working with Board of Directors
- Experience developing and implementing strategic plans and local and national issue campaigns
- Visionary leader who can conceptualize programs and strategies, make the vision a reality, and attract investment and attention
- A leadership style emphasizing openness, transparency, integrity, and compassion, and possessing strong networking and people skills
- Stature and personal credibility grounded in a social justice commitment which is necessary to ensuring that CAGP has a place of prominence on a local, state, and national level
- Experience with negotiating, consensus building, and decision-making
- Able to influence and persuade as well as compromise and creatively problem-solve
- Excellent written and oral communication skills, including public speaking
- Ability to articulate complex issues in a clear manner to a diverse audience
- Deep commitment to fostering and supporting grassroots community base work
- Strong belief in the mission of CAGP and demonstrated passion for advancing social justice

To apply, please submit a cover letter and resume to Nak Chhoeung at nak@cagp.org