



About Executive Director Opportunity

The Laotian American National Alliance (LANA)* is a national nonprofit in the process of exciting growth at a critical moment. The organization is growing from a volunteer working board to an organization with a full-time Executive Director. LANA advocates for policies to meet the needs of the Laotian American community and is on a mission to build power with our multi-ethnic community.

The LANA board of directors is looking for an accomplished, mission-focused leader with experience leading a small and growing nonprofit organization. The Executive Director will work closely with the Board Chair of LANA and the National Director of National Council of Asian Pacific Americans (NCAPA). They will work collaboratively with consultants, board members, and community partners.

This role will be primarily responsible for running the organization on a day-to-day basis, being a spokesperson and the face of the organization, developing and implementing a fundraising plan to sustain the organization, overseeing program development and implementation, and building strategic partnerships.

An excellent candidate for the position will come in with a bold vision for the organization and community and take this role and organization into its next phase of work. It is an excellent opportunity to grow and scale the organization's impact, especially the organization's presence in Washington, DC.

**We recognize that people with roots from Laos may not self identify as Laotian and that the term stems from the French colonialist occupation of the country now called Laos. The French used the term "Laotian" to aggregate over 160 different ethnic groups in the country, of which Lao is only one.*

Organizational Overviews

About LANA

In 1999, community leaders with roots from Laos gathered to establish a national organization. Today, as a national community-based nonprofit organization, we amplify the underrepresented voices and empower our multi-ethnic community through education, visibility, and collaboration. We set up specific goals to ensure we make our vision a reality:

- Promote civic participation, education, and leadership across the Laotian American community
- Advocate for social justice, equal opportunity, and fair treatment for all multi-ethnic groups from Laos
- Develop a new generation of non-profit, public sector, and corporate leaders
- Advance coalitions and community building efforts
- Increase funding support for Laotian community-based organizations

About NCAPA

The National Council of Asian Pacific Americans (NCAPA), founded in 1996, is a coalition of [36 national Asian Pacific American organizations](#) around the country. Based in Washington D.C., NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

Primary Responsibilities

The Executive Director provides leadership and oversight on programmatic strategies, budgeting, fundraising and development, community engagement, marketing, and promotion to reach the Lao and Laotian American communities. The successful candidate will:

Leadership, Partnerships, and Board Relations (45%):

- Report to the LANA Board Chair and the Executive Director of NCAPA; Collaborate with other LANA Board Members and NCAPA staff.
- Ensure ongoing national programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve LANA's strategic goals.
- Actively engage with and mobilize LANA volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Be in frequent communication with different grassroots Laotian American organizations and community leaders to assess the community landscape, and provide support where needed
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing operations and national rollout.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be communicated to the board, funders, and other constituents.

Fundraising, External Affairs & Communications (30%):

- Expand revenue generating and fundraising activities to support existing program operations, incl. grant research, prospecting, proposal writing, and reporting.
- Co-develop, implement and evaluate an institutional and individual donor cultivation strategy with the Board of Directors Fundraising Committee.
- Use external presence and relationships to garner new opportunities.
- Grow and refine all aspects of communications—from web and social media presence to external relations with the goal of creating a stronger brand and growing our audiences.

Program Management (25%):

- Lead LANA's policy and advocacy efforts in tracking congressional activity; identify and act on opportunities for engagement with members of Congress; research, compile, and analyze data as part of long-term research projects; draft original content on current policy issues in partnership with NCAPA organizations; participate in subcommittee meetings (immigration, housing and economic justice, civic engagement, civil rights, education, and health).
- Manage intern/fellow program by recruiting, onboarding and supervising interns and/or fellows.
- Oversee the coordination of annual LANA events.
- Ensure accurate and timely management of databases.

Essential Qualifications:

- Bachelor's Degree in related field or 5-7 years of experience in program and/or project management and 5 year of experience working with the Asian or Southeast Asian American population.
- Excellent verbal and written communication skills.
- Excitement in helping build an organization and its practices, culture and vision, from the ground up.
- An adaptive and empathetic approach to ambiguity.
- Demonstrated ability to work collaboratively and effectively with others.
- Highly self-motivated and ability to work independently.
- Ability to find joy and fun while working through heightened and fast-paced environments.
- Understanding of policy and advocacy at a high-level.
- Steeped in DEI and able to navigate power dynamics; situational awareness.
- Strong public speaking skills/compelling storyteller.
- Must be able to work on evenings and weekends.
- Familiarity with social media, Microsoft Office, Google Docs, Slack, and Canva.

Compensation & Benefits:

- \$85,000-90,000 annually with a competitive benefits package; this position is guaranteed through the end of December 2023 and renewal will be based on availability of funding.

How To Apply:

- Apply here: bit.ly/lanaedapplication if you have any questions please email: EDsearch@lana-usa.org.