



Executive Project Manager

National CAPACD seeks a dependable and highly motivated Executive Project Manager

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD seeks an experienced, highly organized, detail-oriented, and mission-focused Executive Project Manager to work with the Executive Director, including but not limited to: project coordination, prioritization and management of correspondence and meeting schedules, communication with the executive team and the board, and support for other special projects. In addition, the Manager will facilitate the archiving and digitization of organizational documents and be responsible for office management tasks required for a hybrid office environment.

This position is based out of our offices in Washington, DC. A mostly remote position, the frequency of in-person meetings will be agreed upon with leadership. Considerations for that decision revolve around maintaining stability in the office, hosting scheduled in-person meetings, implementing the archiving and digitizing project, and serving as an anchor for the organization as we adjust to a changing workplace. The Manager reports directly to the Executive Director.

This role is an excellent opportunity for a candidate with the desire to gain hands-on experience in national projects, engaging with philanthropy, elected officials and public agencies, as well as involvement in strengthening coalitions. This position will be interacting with National CAPACD's excellent team of staff. The ideal candidate will be excited to help build and maintain the infrastructure and systems to support our highly collaborative and growing organization.

Roles and Responsibilities Include:

- Manage and prioritize the Executive Director's email, calendar of appointments, constituent management activities, as well as composing correspondence, tracking signature requests, and arranging travel plans, itineraries, and agendas.
- Serve as a liaison to the board of directors, maintaining governance documents and trackers, management of board meeting schedules & budgets, developing agendas, compiling reports, editing and disseminating of documents, and recording meeting minutes.
- Triage correspondence via mail, phone and email to general organizational accounts.
- Scheduling and developing of agendas for members of the executive team including staff-wide and team meeting agendas with team, speakers and technology set up using communications platforms such as Slack.
Plan and coordinate the archiving and digitizing of organizational and governance documents.
- Maintain basic office operations such as reserving of rooms for meetings, ordering supplies, ensure regular cleaning and maintenance occurs;
- Other special projects and additional administrative duties as requested.

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Other Functions and Responsibilities:

- Assist with National CAPACD events, including our biannual Building CAPACD Convention;
- Other duties as assigned.

Required Qualifications:

- At least 5 years of relevant work experience (an executive office, nonprofit or national organization);
- Highly organized, outstanding attention to detail, and ability to follow through and meet deadlines;
- Solid project management skills
- Ability to take initiative, problem-solve, and work both independently and in a collaborative environment;
- Must work well under pressure with proactive approach to administrative challenges; ability to prioritize and ask clarifying questions to ensure understanding;
- Excellent verbal and written communication skills
- Effective interpersonal skills that reflect the values of National CAPACD
- Strong proficiency in Google Suite and Microsoft Office;
- Commitment to National CAPACD's mission.

Desired Qualifications:

- Strong proficiency in Salesforce
- Experience working in a nonprofit or public sector;
- Working knowledge and understanding of social justice.

Physical Factors:

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 1-2 times per year.

Working Conditions:

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Executive Project Manager is a full-time position based in our Washington, DC office. Annual salary range is \$70,000 - \$75,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 days accrued annual sick leave, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 13 holidays plus the week between Christmas and New Year's, and a hybrid remote/in-person work schedule.

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COVID-19 Note: This position is a hybrid. Applicants will need to be available to work from National CAPACD's DC office at least two days a week as needed. A COVID-19 vaccination and masks will be required when we return to the office.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, **Executive Project Manager** as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer and complies with the Americans with Disability Act. People of color, bilingual and bicultural individuals, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age disability, sexual orientation, gender identity, color, marital status or medical conditions. Accommodations for applicants may be available upon request. No calls, please.

8/16/2022