



Building Democratic  
Philanthropy

## **VICE PRESIDENT OF MEMBERSHIP PROGRAMS**

**Job Type:** Full Time, Exempt

**Salary Range:** \$125,000 - \$140,000 per year

**Location:** Remote/Anywhere in the U.S. OK; Candidates near Oakland, CA headquarters preferred

**Apply By:** 1/27/2023

### ABOUT AAPIP

Established in 1990, [Asian Americans/Pacific Islanders in Philanthropy](#) (AAPIP) is a justice-minded national affinity group that provides unique community spaces for Asian Americans, Native Hawaiians, Pacific Islanders (AA and NH/PI), and allies in philanthropy. We are a membership-based organization that centers equity and justice in philanthropy to move money and build power of Asian American, Native Hawaiian, and Pacific Islander communities for an inclusive democracy. Anchored by national staff, AAPIP works across the country through a chapter network as sites of regional activism within philanthropy for leadership development, network building, information sharing, and place-based advocacy around issues impacting our communities and philanthropy. In an ever-changing environment, AAPIP works proactively toward our goals while also responding in real time to emerging situations or opportunities.

### THE OPPORTUNITY

AAPIP seeks a highly collaborative, emotionally intelligent, and strategic Vice President of Membership Programs (VP) to guide AAPIP's member-centric program strategy and implementation. Reporting to and serving as a thought partner to the President & CEO, the VP will design, lead, evaluate, refine, and sustain programs and initiatives that align with AAPIP's vision, programmatic agenda, and evolving 4<sup>th</sup> Decade strategic framework, integrating member perspective while growing active member engagement. This work will be shaped by listening to and partnering closely with AAPIP's membership and identifying emerging trends in social justice philanthropy. The VP will bring an innovative and inclusive spirit and a commitment to outcomes and impact to develop new initiatives and evolve core programming that centers AA and NH/PI communities, advances cross-racial and multi-ethnic solidarity in promoting effective philanthropy, resulting in key outcomes tied to AAPIP's strategy. The ideal candidate will be a strong strategic and collaborative partner to the President & CEO, AAPIP team, and membership who is rooted in AA or NH/PI communities. Ideal candidates will also bring understanding of membership organizations and philanthropy to their visible leadership advocating on behalf of AAPIP in the sector and serving as a critical point of contact for external constituencies.

The VP will help manage an annual organizational budget of \$3 million, supervise a growing team of two to four direct reports supporting membership and programs, and navigate complex issues requiring experience in team mentorship and development and the highest levels of diplomacy and integrity. Their strong interpersonal, facilitation, and project management skills will enable them to work effectively inside and outside the organization inspiring collective action toward AAPIP's aims.

## **Responsibilities:**

### **Strategy Development & Innovation**

- Collaborate with the CEO to refine and implement the organization's emerging vision, strategy, and performance.
- Develop ongoing core programming to meet performance expectations and outcomes framed to support the membership base, offering a supportive community base and tools to advocate for greater racial and gender justice strategies for AA and NH/PI philanthropy staff and allies at varying leadership levels.
- Explore new strategic opportunities and approaches within AAPIP's strategic framework to promote cross-racial and multi-ethnic solidarity in advancing racial and gender justice resulting in key outcomes and performance for the AAPIP strategy.
- Deepen AAPIP's measurable impact through strategic partnerships within the philanthropic sector and community-centric organizations, such as community foundations, private foundations, public funds, giving circles, family foundations, corporate funders, regional and national philanthropic vehicles as well as AA and NH/PI organizations.

### **Membership Program Leadership & Management**

- Develop, implement, and evolve AAPIP's programs in service to its new strategic framework and plan and to members ensuring programmatic excellence tied to key impact outcomes and performance expectations.
- Steward AAPIP membership interests and strategic input resulting in a cohesive organization inclusive of member goals, team interests, and stakeholder expectations.
- Demonstrate consistent quality in financial management, administration, fundraising, communications, and systems aligning timelines and resources needed to achieve membership and programmatic goals.
- Implement and ensure programmatic grant deliverables are met or exceeded.
- Work with staff to develop systems to ensure consistent, high-quality project management.
- Collaborate with the President & CEO across a variety of areas and strategies to ensure that AAPIP maintains a respected and effective strategic position and profile in social justice philanthropy.
- Work collectively with the AAPIP team to build and support an organizational culture that connects AAPIP's vision, mission, outcomes, impact, and values to our ongoing operations.
- Inspire, supervise, mentor, and provide general direction to membership and program staff including strategic thought partnership, professional development, problem resolution, and performance evaluation.
- Pivot as needed to respond in real time to new and emerging issues or opportunities, in balance with membership expectations.

### **External Relationships**

- Proactively build on and strengthen AAPIP's thought leadership and relationships with other relevant philanthropic intermediaries, social justice funders, giving circles, and community leaders in the field to foster regular sharing of critical information, lessons learned, strategies, and tactics.
- Exercise excellent judgment as an instrumental leader and public face within the AAPIP community and partners navigating relationships through collaboration, kindness, service-orientation, and candor.

- Speak on behalf of AAPIP and represent the organization in key meetings and events.
- Work with the President & CEO and the AAPIP team to cultivate existing relationships and develop new funder relationships.

### **Resource & New Work Development**

- In close collaboration with the President & CEO and AAPIP team, advocate successfully with and inspire current and potential funding partners to support AAPIP's programs and work.
- Work with the President & CEO, staff, and development consultant to submit and steward funding proposals and reports.
- Assist in building AAPIP's ability to spot trends in philanthropy and in the social justice movement ecosystem with a keen eye towards new work development and ensuring the success of AAPIP's business model and plans.

### **Knowledge Management**

- In service to racial equity goals and transformative change, develop the necessary systems, processes, reports, and tools to better support the facilitation, collection, and sharing of knowledge generated by members and programs.
- Develop dissemination systems to share organizational learning with a broad range of communities and stakeholders.
- Ensure that programs are evaluated and leveraged for maximum impact in philanthropy and in AAPI communities.
- Work collaboratively with the AAPIP team to integrate cross program activities and functions.

### **Qualifications:**

The ideal candidate will take a hands-on approach in leading a variety of initiatives with a demonstrated ability to work in an ever-changing, fast-paced landscape within a small, entrepreneurial team as a high-profile leader across relationship building and development and membership program strategy and management. Qualifications that will contribute to success in this role include:

- Deep belief in, passion for, and commitment to the mission of AAPIP with demonstrated commitment to and experience in addressing racial and gender equity and justice.
- A minimum of seven years' professional experience with progressive leadership and management responsibility preferably in a philanthropic, membership, and/or nonprofit environment that has engaged in virtual programming and hybrid and in-person events.
- Experience with AAPIP and AA and NH/PI community organizations and general knowledge about AA and NH/PI community resources.
- Clear record of progressive impact through measurable results and performance.
- Demonstrated ability to motivate, inspire, and unite colleagues and stakeholders around a shared vision and a concrete plan of action to advance a mission and drive change.
- Outstanding interpersonal and emotional intelligence skills including the ability to communicate effectively, persuasively, credibly, diplomatically, and with polish - both verbally and in writing, up and across - to staff, board, members, and the public.
- Exceptional collaboration skills with experience as a trusted partner engaging at all levels of philanthropy, ideally including success with multi-organizational alliances.

- Successful track record as a results-oriented team player and problem solver with a strong work ethic and proactive, roll up your sleeves “can do” spirit pitching in where needed.
- Highly developed project management skills including the ability to set and meet deadlines; manage, prioritize, and plan work activities; and perform effectively under pressure, facing multiple time-sensitive priorities.
- Demonstrated leadership ability to break down information into actionable goals and to lead others in membership program implementation.
- Proven experience with fiscal management, budgeting, and operations including responsibility for developing and managing a program budget and for developing and enhancing processes and systems related to effective program and project management.
- Meticulous attention to detail with the flexibility to switch gears and multi-task in a fast-paced, responsive environment.
- Exceptional judgment with high professional standards of integrity and credibility as a partner to the President & CEO and a steward to the AAPIP community with the ability to maintain confidentiality and professionalism in all aspects of the job including displaying courtesy and sensitivity.
- Research and data analysis as well as communications savvy are a plus.

**Non-Discrimination Policy:**

AAPIP does not discriminate in employment opportunities or practices on the basis of race, color, religion, caste, gender, gender identity/expression, height, weight, national origin, age, physical or mental disability, medical condition, marital status, sexual orientation, veteran status, or any other characteristic protected by applicable federal, state, or local law, ordinance or regulation.

**To Apply:**

AAPIP is partnering with Oakland, CA-based woman of color owned and led strategic management consulting and executive search firm [Walker and Associates Consulting](http://Walker and Associates Consulting). To apply, email a cover letter, resume, and a list of three references (preferably as a single PDF; candidates will be notified in advance of outreach to references) to [aapip@walkeraac.com](mailto:aapip@walkeraac.com) by 5:00 pm PT on Friday, January 27, 2023. Use the subject line: AAPIP VP.

*Questions or Nominations?* Contact Jeannine N. Walker, President and CEO, at [jwalker@walkeraac.com](mailto:jwalker@walkeraac.com).

