



Cham Refugees Community was established in 1982 by former refugees from Vietnam and Cambodia, who identified themselves as Cham ethnicity. As a refugee and immigrant led organization, CRC understands the challenges that come with resettlement. CRC promotes social and economic growth among members of its community by providing an array of social services.

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• www.chamrefugeescommunity.org

JOB ANNOUNCEMENT

POSITION TITLE: Executive Director

REPORTS TO: Board President

STATUS/PAY: Exempt, Part-time, 20hrs/wk, DOE

POSITION DESCRIPTION: As an Executive Director he/she will work closely with all members of the organizations, including being accountable to the Board, who is accountable to the community. He/she will provide strategic directions to lead his/her team to implement successful programs.

KEY RESPONSIBILITIES:

Leadership

1. Provide on-going analysis of the organization and community needs and provide strategic directions for the organization.
2. Provide on-going informative communication with the Board of Directors.
3. Establish relationship with other community organizations and maintain ongoing relationships.
4. Participate in advocacy work to support the Cham and refugees and immigrants.
5. Based on agency budget and funding projections, determine staffing needs and conduct recruitment and hiring accordingly.

Supervision

6. Assess staff support level, determine professional development needs, and identify training opportunities.
7. Ensure organization's annual staff evaluation is conducted in a timely manner.
8. Provide mediation as issues arise.
9. Provide direct supervision and support to the Program Manager and other management staff.

Development and Marketing (in partnership with Program Manager)

10. In collaboration with Program Manager, research funding opportunities, determine appropriateness and viability of potential grants, assess potential challenges, and pursue grant writing.
11. Track grant writing progress and ensure timely submission, conduct follow-up with funders and request feedback on proposal results, as necessary.
12. Explore and develop partnership.
13. Determine the need and appropriateness of marketing/outreach activities.
14. Explore possibilities for fundraising; implement fundraising campaigns and other agency campaigns.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Non-profit Management or human services field, and 3 years professional experience in human services, or an equivalent combination of education and experience
- Experience working with individuals with limited English proficiency and newly arrived in the USA.

Cham Refugees Community is an Equal Opportunity Employer.

- Familiarity with non-profit management and staff supervision
- Familiarity handling public resources.
- Excellent communication, organization, management skills
- Ability to work independently and as part of a team.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.
- Ability to communicate effectively, both verbally and in writing, with individuals from a wide range of cultural backgrounds.
- Must have own transportation, a valid Washington state driver's license, and ability to travel to multiple sites for meetings.
- Someone who reflects the community served.

PREFERRED EXPERIENCE:

- Master's degree in Non-profit Management or human services field, and 3 years professional experience in human services, or an equivalent combination of education and experience
- Has prior experience working in non-profit in South King County
- Experience working with refugees and immigrants, low-income families, and individuals with high barriers to obtaining employment and completing training.
- Extensive knowledge of community resources including employment and training.
- Experience with the non-profit landscape in South King County

If interested and would like to apply for this position, please submit your **cover letter** and **resume** to admin@chamrefugeescommunity.org.

POSITION IS OPEN UNTIL FILLED