



## **POSITION**

Title: Managing Director

Type: Part-Time

FLSA Status: Non-Exempt

Pay Range: \$25-35/hour

Work Schedule: Position would work remotely and have flexibility with setting weekly schedule (including evenings and weekends)

Reports to: Executive Director

Location: Orange County, CA

## **POSITION OVERVIEW**

VAALA is seeking a dynamic leader and skilled administrator to carry out its mission and chart its path for future growth. The Managing Director (or the “MD”) will be the internal counterpart to the Executive Director, by managing the day-to-day operations of the organization. The ideal candidate will be comfortable and adept at a wide variety of administrative, management, and programming responsibilities. The MD is a multi-talented, flexible, adaptable, community-oriented, and diplomatic leader with a deep understanding of and familiarity with the Orange County community. The MD will have wide latitude to build their team, generate policies and programs with an active working Board of Directors.

## **RESPONSIBILITIES**

- ADMINISTRATION
  - Jointly with the Board of Directors, assure the organization has a short-term and long-term strategy to consistently and timely achieve its mission. Regularly, keep the Board fully informed on the condition of the organization and important factors influencing it
  - Provide leadership in the development of policies and programs, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
  - Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
  - Maintain working knowledge of significant developments and trends in nonprofit leadership, arts management, and fundraising.
- STAFF MANAGEMENT
  - Lead recruitment, employment, management, and separation of all personnel, both paid staff and volunteers
  - Assure job descriptions, on-boarding, training, and performance evaluations are current, and that sound human resource practices are in place and followed
  - Encourage staff and volunteer development and education, and assist program staff in relating their work to the whole organization



- Maintain a climate which attracts, motivates, and maintains a diverse staff of passionate people
- PROGRAMMING
  - Work to promote and create innovative program services and practices which fulfill the organization's mission
  - Work to ensure high quality programming and client satisfaction
  - Promote staff leadership and involvement in program strategy, planning, development, and evaluation/quality-assurance efforts
- FINANCE
  - Assure VAALA establishes and maintains sound financial practices
  - Provides general oversight of financial/fiscal functions of organization
  - Work with bookkeeper, treasurer, and Board in preparing budget and see that the organization operates within budgetary guidelines
- COMMUNICATIONS/COLLABORATION
  - Serve as an ambassador in the community and advocate by representing the organization and its perspectives to agencies, organizations, and the general public
  - Assure promotion of the organization through events, social media, and maintenance of the website
- ESSENTIAL FUNCTIONS
  - Ability to be responsive to communication from co-workers, clients, and partners within a reasonable amount of time
  - Ability to follow directions
  - Ability to effectively interact with coworkers
  - Ability to understand and follow work rules and procedures
  - Ability to accept constructive feedback
  - Performs other duties as assigned

## **COMPETENCIES**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.



- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

## **REQUIREMENTS**

### **Minimum Requirements**

- 2-4 years' work experience in nonprofit management, fundraising, arts, or community engagement
- Competency with Microsoft Office Suite, Google Suite, social media
- Outstanding organizational skills and attention to detail
- Action-oriented, self-starter with an ability to independently manage multiple projects and be adaptable
- Exceptional verbal and written communication skills
- Working knowledge and experience with the Vietnamese American community
- Access to a reliable method of transportation and the ability to work flexible hours (including weekends and evenings) to fulfill responsibilities of the position

### **Preferred Qualities**

- Bachelor's degree or higher from an accredited four-year college or university
- Excellence in organizational management with the ability to coach staff, manage, and develop high performing teams, set strategic objectives, and manage budgets
- Fundraising experience
- Bilingual in Vietnamese and English

## **WORKING CONDITIONS**

### **Physical Demands**

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands-to-finger, handle, or feel; reach with hands and arms and talk or hear.

The employee is occasionally required to stoop, kneel, or crouch.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will regularly be required to work remotely and have access to a workspace where standard office work can be performed. Occasionally, the employee will attend Company programs and events in order to properly represent VAALA.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. VAALA's management team reserves the right to amend and change responsibilities to meet business and organizational needs.

### **HOW TO APPLY**

Please fill out an application and attach a resume and cover letter detailing your interest and qualifications for the position through our website <http://vaala.org/get-involved/careers/>

For more information about VAALA, visit [www.vaala.org](http://www.vaala.org). VAALA is an equal opportunity employer



## **ABOUT VAALA**

The Vietnamese American Arts & Letters Association (VAALA) was founded in 1991 by a group of Vietnamese American journalists, artists and friends to fill a void and provide a space for artists to express themselves as a newly resettled immigrant community. The mission of VAALA is to connect and enrich communities through Vietnamese art and culture. VAALA has collaborated with diverse community partners to organize cultural events, including art exhibitions, book signings, music recitals, plays, and annual events such as the Viet Film Fest and the Children's Moon Festival Art.

Today, VAALA produces community programming in Orange County through three core programs: Viet Film Fest, Gallery Beyond Walls, and Youth Arts + Leadership.

## **VALUES**

**Community** - We believe in creating an inclusive and progressive community that nurtures safe spaces, representation, and belonging. We recognize that the arts can be a powerful platform for promoting connectedness and enhancing our lives.

**Cross-Cultural Enrichment**- We respect the diversity and complexity of our community at large. We believe in sharing our culture as well as welcoming other cultures through our programs as a bridge for increasing mutual understanding.

**Communication** - We believe in creating a trusting environment that fosters communication and upholds honesty and transparency within and outside the organization. Through open dialogue grounded in mutual respect, we can build a more sustainable future.

**Collaboration and Partnership** - We believe in creating a space for collaboration, both inside and outside the organization, in order to foster an environment of camaraderie and team-building. Through developing and maintaining strong partnerships, VAALA provides connections within and outside the Vietnamese American community. These strategic partnerships invite multiple perspectives, strengthen our programs, and broaden our reach.

[www.vaala.org](http://www.vaala.org)

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