Strategic Consulting & Coaching, LLC is conducting a retained search for Executive Director on behalf of our client, Asian Women United of Minnesota



Position Profile:

Executive Director

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## ORGANIZATIONAL OVERVIEW

Asian Women United of Minnesota (AWUM) is a community-based nonprofit organization committed to ending domestic violence by promoting safe and healthy relationships within the Asian Pacific Islander community. We are a leader in eliminating violence in the Asian-Pacific Islander (API) community, and share the expertise of our best practices with others. Using the strengths of the API community, AWUM will uphold an environment free of violence, promote self-sufficiency for women, and foster nurtured and healthy children and families. Our intention is to fill in a gap by providing domestic violence shelter and support to Asian women, including those of Hmong, Vietnamese, Cambodian, Filipina, Chinese, Lao, South Asian, Korean, and Thai descent. However, our domestic violence shelter and other programs are open to all women.

AWUM serves women who live in the Twin Cities Metro, Greater Minnesota, Wisconsin, North and South Dakota, and Iowa. Programs and expertise focus on Asian families, but our mission includes all domestic violence victims. AWUM operates a 24-hour emergency shelter for women and children. AWUM has an annual budget of 1.3 million dollars and 20 staff.

### 2024 ****Participant Statistics****

* **Shelter Residents:** 90 total
  + 42 women
  + 48 children
* **Crisis Calls:** 862 total
  + 285 calls requesting resources
  + 102 calls for OFP/HRO (Orders for Protection/Harassment Restraining Orders
* **Group Participants:**
  + 658 support groups & individual counseling services provided
* **Advocacy Participants:** 215 total
  + 186 women
  + 29 men
* **Community Training/Presentation Attendees:**
  + 754 attendees at 25 community trainings/presentations

### Mission

Asian Women United of Minnesota will end domestic violence by promoting safe and healthy relationships within the Asian-Pacific Islander community and beyond.

### Vision

We are the leader in eliminating violence in the Asian-Pacific Islander community and share the expertise of our best practices with others. Using the strengths of the API community, AWUM will uphold an environment free of violence, promote self-sufficiency for women, and foster nurtured and healthy children and families.

## AWUM SERVICES

### House of Peace (HOP)

* Temporary emergency shelter
* Women’s Support group and children’s groups
* Assistance in obtaining Orders for Protection
* Aid in filing for Harassment Restraining Orders
* Provide housing assistance and help with job searches
* Help with filing for financial assistance and reparations claims
* Legal referrals for family and immigration law
* 24-hour multi-lingual crisis line
* Safety plan

### Community Advocacy Program (CAP)

* Legal (criminal & civil court) advocacy
* Sexual assault advocacy
* Assistance in obtaining Orders for Protection
* Aid in filing for Harassment Restraining Orders
* Assistance with immigration services
* Ongoing follow-up services
* Violence prevention and outreach in the API community
* Community education on domestic violence
* Training for service providers

## CHIEF EXECUTIVE OFFICER

AWUM is seeking an Executive Director who is a well-respected industry leader in the API community and the field of victim services and domestic violence with a passion for ensuring women and children have access to violence-free lives. This position reports to and collaborates with the Board of Directors to establish the agency’s short- and long-term strategic objectives and is ultimately responsible for day-to-day strategy implementation/operations.

The primary objective of this position is to oversee the agency’s short- and long-term success, ensuring that financial and quality goals are established and met for all agency programs, that effective new programming is developed, and that the agency is well-represented in the community. This position will provide development to agency staff, oversee program effectiveness, manage agency budgets, generate strategic long-term financial and organization plans, and manage relations with the Board of Directors.

### Management Responsibilities

The executive leadership team reporting directly to the Executive Director includes the Shelter Director, CAP Lead, Communication Manager, Development Manager, and Facilities Supervisor.

### Key Responsibilities

#### Program Management and Development

* Fulfill fiduciary responsibilities by ensuring programs comply with funding contracts and obligations.
* Partner with Board of Directors and management staff to develop annual organizational work plans and long-range strategic plans for the agency.
* Strengthen agency program evaluation, research design, data collection methods, and database development and implementation.
* Lead the transformation of existing programs and creation of new programming to address emerging capabilities and needs.
* Maintain close connections with current partners and funders, building trust and long-term relationships.
* Attend and/or facilitate agency meetings onsite and at other locations as well as community meetings and gatherings relevant to programming.

#### Financial Management and Development

* Assume responsibility for agency’s financial success.
* Develop and balance an annual capital and operating budget for the agency.
* Partner with the Board of Directors and management staff to create fund development and marketing strategies.
* Assume responsibility for developing and maintaining a diverse funding base.
* Prepare grant proposals and lead other management staff in identifying funding sources and preparing proposals.
* Monitor agency accounting procedures.

#### Administration and Staff Development

* Identify need for staff training and provide training and development opportunities, including staff retreat.
* Assure that staff has a clear understanding of program goals and that delivery of services adheres to those goals.
* Provide performance evaluation and management for staff, including goal setting and professional development.
* Periodically reassign management responsibilities to address emerging opportunities and needs.
* Supervise management’s compliance with personnel policies, state and federal regulations, and licensing/credential requirements.
* Recruit and retain qualified staff.
* Strengthen data collection and storage procedures, investing in new services and products as needed.
* Build and maintain community partnerships to advance the mission of the agency.

#### Community Relations

* Develop new partnerships and collaborations with community organizations and businesses to enhance program services.
* Remain attuned to industry shifts and trends.
* Engage in public leadership and outreach on behalf of the programs and their missions.
* Recruit and recognize community volunteers.
* Support the planning of fundraising events and other agency-wide activities or program promotions.

#### Board of Directors Relations

* Keep Board members up to date on agency operations through executive summaries, financial reports, program brochures, etc.
* Facilitate regular Board meetings and ensure that proceedings adhere to the by-laws.
* Recruit diverse and connected Board members.
* Encourage the Board to take an active role in agency governance and planning.
* Provide Board members with adequate training, including Board retreats.

#### Supervisory Responsibilities

* Manage employee and team performance; ensure adequate training for employees; communicate job expectations and coach employees; support employee professional development aspirations; investigate complaints and performance concerns; implement disciplinary action as needed and in consultation with VP of Human Resource Services.
* Manage the hiring process for positions within this team; develop and update job descriptions; develop performance expectations, identify essential functions and knowledge, skills and abilities required; assign work shifts; complete position requisition forms; form selection committees, if applicable, and ensure compliance with organization processes for interviews and selection of employees.
* Manage and ensure effective employee relations; create an ethical, inclusive, non-discriminatory, and safe work environment; establish effective communication lines/methods; identify and solve employee problems; manage conflict, respond to and resolve grievances.
* Accept resignations; initiate terminations and execute layoff actions following established protocols.
* Review and approve leave and overtime requests; complete and review timecards in a timely manner, ensuring all information submitted is accurate to the best of the incumbent’s knowledge.
* Ensure all personnel changes for this team are entered into the Human Resources Management System in a timely fashion to ensure compliance and accuracy.

### Desired Experience, Skills, and Attributes

The successful candidate will:

* Display a commitment and passion for Asian Women United of Minnesota’s mission to end domestic violence by promoting safe and healthy relationships within the Asian-Pacific Islander community.
* Demonstrate unwavering integrity and adherence to ethical principles in decision-making, fiduciary responsibilities, and leadership.
* Be kind and empathetic toward staff and participants, fostering a supportive environment.
* Exhibit understanding, humility, and be easy to relate to.
* Be a good listener who is personable and approachable; be reflective and open to learning new things.
* Build trust and encourage open dialogue at all levels.
* Show persistence and perseverance in the face of challenges.
* Be patient and thoughtful in handling complex situations.
* Lead with empathy and ensure fair treatment for all.
* Support a culture of inclusion and respect.
* Be uplifting to the team, enabling their growth and success.
* Approach leadership with an open mind and a focus on collaboration.

### Education and Experience

The successful candidate will have:

* A bachelor’s degree in social services or a relevant field, or demonstrably equivalent knowledge gained through alternative courses of study and life experience. Master’s degree preferred.
* Minimum of five years of work experience in a senior administrative position in a community-based nonprofit agency.
* Experience fundraising and complying with funding expectations of public agencies and private foundations**.**

### Compensation

$105,500 -$130,000 depending on qualifications

### Location

Minneapolis, Minnesota (onsite required)

### Deadline to Apply

April 30, 2025

**Please send resume and cover letter to:**

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