



Greater Malden Asian American Community Coalition

Managing Director

Reports To: The Managing Director will report to the GMAACC board.

Job Overview:

The Greater Malden Asian American Community Coalition (GMAACC) is a grassroots, community-led nonprofit that builds power with Asian American community members of the greater Malden area. Our work includes providing direct services, strengthening coalitions, and organizing to advocate for community well-being and equity.

GMAACC is seeking a Managing Director to oversee programs and operations with the purpose of building GMAACC's capacity. The incumbent fulfills this responsibility by developing systems intended to streamline operational structures and internal policies, supervising staff members, providing guidance and support for ongoing programs, and maintaining relationships with GMAACC members, volunteers, donors, and partners.

The Director will focus on strategies and operational development to fulfill the goal of capacity building. The Director will organize discussions with the Board of directors and staff members on organizational directions and needs, implement action steps for the goals identified, support with hiring and other operational processes to build out GMAACC's capacity, and will assist with operational tasks as necessary to sustain stability of the organization.

The Managing Director must be a motivated self-starter, working with an active and engaged working Board, who can help develop and implement systems and strategies for the Asian American community in Malden.

This position is a part-time position for 20 hours a week, with annual pay ranging from \$30K-\$40K, commensurate with experience.

Responsibilities and Duties:

- Oversee operations and logistics for programs in GMAACC and report to board of directors
 - Supervise and support staff members with programmatic strategies and implementation
 - Support staff members and board in operational and budget management, including administration for a capital campaign



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- o Assist the board with developing internal systems, operational policies, and future programming
- Build and maintain healthy partnerships with stakeholders
 - o Work closely with community partners
 - o Build membership with GMAACC constituents
- Build a strategy and support with the implementation of organizational structure and staffing
- Create and implement long-term systems for fund development
- Support with additional tasks as needed by the Board of directors

Required Qualifications:

- Minimum of a BA/BS degree
- Experience working in a community-based organization
- Exceptional attention to details; ability to manage multiple priorities
- Enthusiasm for and experience with the Asian American community and/or immigrant communities
- Excellent verbal and written communication skills
- Proficiency or willingness to work with online collaboration tools such as Slack, Google Docs, Canva and others
- Independent, self-motivated, and flexible

Preferred Qualifications:

- Bilingual in one or more of the three most spoken Asian languages in Malden (Chinese - Mandarin, Chinese - Cantonese, Vietnamese)
- Enthusiasm for and experience with working in fast paced start-up environments with flexible supervision structures and diverse team working styles and norms
- Experience with supervising and managing volunteers or staff

To apply, please send a cover letter and a resume, as well as three professional references to admin@gmaacc.org.