**2020-2022 Executive Director Application**

**Deadline: Friday, March 27, 2020**

# Overview

# The Midwest Asian Pacific Islander Desi American Students Union (MAASU) is a 501(c)(3) nonprofit organization that strives to support the Asian Pacific Islander Desi American (APIDA) community in the Midwest. MAASU works to recognize the needs of the APIDA community by assisting schools with the establishment of Asian American student organizations, promoting leadership among students, addressing educational needs and rights of the Asian American community, and developing a channel of communication among Asian American student organizations in the Midwest.

# Qualifications

* Bachelor’s degree from an accredited university with 1-2 years post undergraduate professional experience.
* Professional background in Higher Education, Organizational Leadership, Non-Profit Management, Community Organizing, Strategic Planning, and/or other relevant fields
* Strong knowledge and advising experiences for student organizations
* Extensive knowledge and interest of APIDA critical issues, advocacy, history, and community (in particular the Midwest APIDA community)
* Excellent organizational leadership skills including but not limited to vision planning, team management, professional development, community organizing
* Past experience with large scale conference event planning
* Understanding and experience of fundraising on university campuses and in the private/nonprofit sector
* Ability to communicate efficiently and effectively both orally and through written communication
* Exceptional interpersonal facilitation and mediation skills in dealing with complex issues regarding diversity, equity, social justice intersectionality

# Responsibilities

* Serve as the liaison between the Executive Coordinating Committee (ECC), Directors Council (DC), and the Board of Advisors (BOA) for two years, plus 6 months of transitory co-leadership with the next elected Executive Director
* Advise and oversee the ECC, DC, LS planning committee, and Spring Conference planning committee on all programs and initiatives
* Attend MAASU Leadership Summit conference (LS), Spring Conferences (SC), and ECC Summer and Winter Retreats
* In collaboration with ECC Executive Chair and DC, organize and facilitate trainings regarding leadership, identity, social justice, and visioning for ECC and DC during the Summer and Winter Retreat
* Attend, at minimum, biweekly video calls and other conference calls as needed
* Build relationships and organizational partnerships with national and regional APIDA organizations
* Manage the MAASU financial budgets and accounts, including filing proper fiscal paperwork necessary for 501c3 nonprofit status
* Maintain records of all MAASU-related materials including, but not limited to, LS and SC materials, memberships, and finances
* Establish and maintain professional and appropriate boundaries and relationships with students
* Dedicate at least 3-5 hours per week on MAASU initiatives including conference calls, responding to emails, and other duties

**Please email your completed application below to:**

2018-2020 Executive Director, Victoria Yu, at execdirector@maasu.org

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| Personal Information | | | | | |
| Name | | Referred by | | Date | |
|  | |  | |  | |
| Home Address | | City | | State | |
|  | |  | |  | |
| Work Address | | City | | State | |
|  | |  | |  | |
| Contact Information | | | | | |
| Work Phone | Work Email | | | | |
|  |  | | | | |
| Cell or Home Phone | Personal Email | | | | |
|  |  | | | | |
| Questionnaire | | | | | |
| Have you ever been a member of MAASU ECC, LS, or SC? | | | YES | | NO |
| Have you ever attended any MAASU Fall Leadership Summits and/or Spring Conferences? If so, what year(s)? | | | YES | | NO |
| Attachments | | | | | |
| Please attach your 1-2 page resume to this application. | | | | | |
| Please provide a list of 2 references. | | | | | |
| Please attach a 1 page cover letter that addresses the following questions: | | | | | |
| * Why are you interested in this position? * What experiences, skills and knowledge will you bring into the position, and how could they shape the future of MAASU? * What do you feel are major issues surrounding the APIDA community in the Midwest and how should MAASU address them? * What is your experience working with or advising student leaders and organizations? * What is your vision for MAASU and how will you execute that vision? | | | | | |
| Please email your completed application to  MAASU Executive Director Victoria Yu at [execdirector@maasu.org](mailto:execdirector@maasu.org) | | | | | |