



JOB DESCRIPTION

CHIEF OPERATIONS OFFICER
ASIAN, INC.

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

www.cooksilverman.com



ABOUT ASIAN, Inc.

For 50 years, ASIAN, Inc.'s mission has been to remove barriers to opportunities that block, impede, or discriminate racially, linguistically or culturally against Asian Americans and other racial minorities. ASIAN, Inc. has long recognized these egregious racial disparities, and remains a vigorous proponent of affirmative action and other remedies to address these injustices. ASIAN, Inc. is dedicated to providing for disadvantaged racial minorities their equal access to opportunities, equal protection of their rights, and upward mobility to realize their material civil rights.

ASIAN, Inc. provides minority business enterprises access to capital and to contracts to create and retain jobs in our minority communities, help distressed homeowners save their homes, enable first-time prospective homebuyers to become homeowners, operate affordable rental housing for low- to moderate-income populations, and provide financial capability services to vulnerable limited English proficient populations.

ASIAN, Inc.'s annual operating budget ranges from \$3 million to \$4 million plus. For more information, please visit them at www.asianinc.org.

POSITION OVERVIEW

The Chief Operations Officer (COO) is a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at ASIAN, Inc. deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful candidate will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the capability of the organization, it is also critical that the team retain the creative spark that drives the ASIAN, Inc. vision and approach.

REPORTING RELATIONSHIPS

The COO position reports directly to the President of ASIAN, Inc., and manages a talented team of staff including the Program Development Officer, Portfolio Manager, Senior Accountant, IT Manager and Human Resources Administrator.

PRIMARY RESPONSIBILITIES

- In collaboration with President and senior staff, develop, implement and effectuate ASIAN, Inc.'s policies, objectives, initiatives, and strategies for ASIAN, Inc.'s sustainable growth.
- Oversee and maintain financial budgets to ensure that departments are funded adequately and ensure that ASIAN, Inc. is in compliance with public, private, and nonprofit funder requirements.
- Work with staff to ensure that all ASIAN, Inc. projects are adequately staffed, sufficiently funded, and are in compliance with any and all grantor, lender and government regulations and requirements.
- Manage staff responsible for expanding media relations for ASIAN, Inc. to the community, to funders, to legislators, to government decision makers, to foundations, and to stakeholders.

- Manage staff responsible for development and execution of all proposals and collaborations; provide guidance on major funding changes or trends.
- Create and oversee staff teams to adopt and adapt virtual and mobile technologies and platforms to expand staff capabilities and programs.
- Provide and present operational, financial and program reports to Board and senior staff.
- Working in partnership with the President, create the strategic five-year plan and implement new processes and approaches to achieving it.
- Coordinate the annual operations plan and budget.
- Lead the performance management process that measures and evaluates progress against goals for the organization.
- Provide for all staff a strong day-to-day leadership presence; bridge regional and local operations and support an open-door policy among all staff.
- Directly supervise the Program Development Officer, Portfolio Manager, Senior Accountant, IT Manager and Human Resources Administrator.
- Other duties as assigned.

QUALIFICATIONS

ASIAN, Inc. is an organization driven by the values of its people, so experience in managing a “values-driven” organization will be highly prized.

- Proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- Undergraduate degree required; MBA or similar advanced degree highly desired
- Ability to manage multiple tasks and projects simultaneously
- Excellent presentation/communication skills, ability to engage and motivate colleagues and external parties, exceptional interpersonal skills, strong work ethic with attention to detail involving both qualitative and quantitative data
- High energy and passion for ASIAN, Inc.’s mission

SALARY OR SALARY RANGE

The salary range for this position is \$110,000 to \$125,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your résumé with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

ASIAN, Inc. is an Equal Opportunity Employer.