



**1990 Institute  
Executive Director  
Position Description**

**THE ORGANIZATION**

Founded 32 years ago, the 1990 Institute's mission is to promote a constructive relationship between the U.S. and China and to champion fair and equitable treatment for Asian Americans. Since our organization's early days, working in collaboration with a network of advisors – those from prestigious academic and governmental institutions in addition to accomplished business leaders – the 1990 Institute has developed and implemented programs in the U.S. and China that promote cross-cultural understanding. Maintaining objectivity and nonpartisanship are the underlying principles that guide the choice and design of our programs. Education, which leads to understanding, is at the core of our programming.

In 2020, the 1990 Institute launched a series of exciting programs accessible through and distributed on digital platforms to support new technological methods of teaching in today's schools. Our workshops, webinars, videos, podcasts, Instagram contributors' profiles, and newsletters explore two important facets of life for Asian Americans – they bring to light diverse stories of fellow Americans with an Asian heritage, and they also provide information on modern China and how the current perception of China is affecting Asians in America.

These programs are a multi-part, multimedia programming initiative with accompanying teaching materials and discussion questions to engage a wide audience with a focus on educators, students and young people. Our program output provides a resource for secondary educators seeking materials on Asian American history and Ethnic Studies for their classrooms and also provides the general audience at large a pathway for deeper discovery. The goal is to provide a more nuanced and in-depth understanding of the contemporary issues affecting Asian Americans and U.S.-China relations.

Asian Americans comprise one of the fastest growing groups in America and this is an exciting time in American history. We aim to reframe the conversation around, and therefore the perception of, Asian Americans from being a group separate and distinct from the rest of America to one that is recognized as a vital part of the fabric of the American experience.



## **Vision**

The 1990 Institute supports educational programming and mobilizes collaborative leadership networks to improve mutual understanding and build a constructive environment for both U.S.-China relations and for Asian Americans.

## **Mission**

To champion fair and equitable treatment for Asian Americans and a constructive U.S.-China relationship through leadership, education, and collaboration.

## **OVERVIEW OF THE POSITION:**

1990 Institute seeks a passionate, strategic and entrepreneurial **Executive Director** to grow its presence, impact and profile through building, increasing and diversifying fundraising, marketing and key collaborative partnerships. The new leader will lead, manage and motivate a team of staff and volunteers and concentrate on the execution and implementation of both the vision and strategy for the organization.

The ideal candidate will have a proven record of success in fundraising for current and new initiatives and programs and must be able to manage day-to-day operations along with establishing key processes, procedures and documentation of work product/relationships while communicating clearly and working cooperatively with a team of Board, staff and volunteers. Integrity, persistence, sound judgment and the ability to listen are of utmost importance.

## **KEY RESPONSIBILITIES**

- In partnership with the Board and staff, develop and execute short and long-term strategies to grow the impact and visibility of the 1990 Institute.
- Lead and manage the organization's fundraising programs, grants and initiatives. Cultivate new relationships with foundations, corporations, and high net-worth individuals to secure grants and donations and grow the operating budget.
- Coordinate reports and provide key information to aid the Board in the creation and implementation of policies for the organization.
- Develop the budget in conjunction with the Board and monitor the organization's revenue and expenses.
- Conduct outreach to build partnerships for both strategic and collaborative efforts with other organizations.

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- Identify and integrate new technologies to enhance the organization's operations and impact.
- Hire, manage and motivate 1990 Institute staff. Create and maintain a healthy working culture that supports staff and volunteers.
- Build and maintain effective communications with the Board of Directors, keeping them fully informed of the organization's operations, fiscal health, and progress on both long and short-term goals.

### QUALIFICATIONS

- Passion for and knowledge of working to advance Asian American issues and U.S.-China relations.
- Substantial fundraising experience with a track record of cultivating new donors. Well versed in developing meaningful and long-lasting relationships with key funders and a proven ability to diversify funding streams and ensure financial sustainability. Strong financial acumen and accomplished in fundraising, grant development and management.
- An energetic leader/spokesperson ideally with non-profit management experience and team-building skills, including the ability to motivate, align efforts and set goals in order to create a strong sense of common purpose,
- Ability to work with diverse groups of people and build trusting relationships while connecting with individuals at all levels.
- Familiarity/skilled with e-mail newsletters, social media, video, podcasts and other multi-media platforms.
- Hands-on management style with the ability to address and solve problems or issues as they arise.

### CHARACTERISTICS

- Excellent and intuitive communicator: a leader and bridge-builder who can communicate with diverse audiences and manage diverse viewpoints in a professional and compelling manner.
- Ability to operate at both the strategic vision-setting level and the tactical execution level.

One Market, Spear Tower, Suite 3600, San Francisco, CA 94105

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- Works well under pressure (calm and level-headed demeanor) and adapts to changing situations and priorities. Consensus building skills with the ability to successfully engage and influence people.
- Results oriented and resourceful.
- Self-confidence, good listener, collaborative with the ability to inspire creativity and optimism.
- Warm, supportive, professional who has a “roll your sleeves up” style.

### **EDUCATION**

Bachelor’s degree required. Master’s or other graduate degree desirable.

### **COMPENSATION**

An attractive compensation and benefits package will be provided to the successful candidate.

### **PROCEDURE FOR CANDIDACY**

Please email resumes and cover letters to Azzani Search Consultants:

- Tarek Azzani - [tazzani@azzaniresearch.com](mailto:tazzani@azzaniresearch.com)
- Eunice Azzani - is available for questions at 415-987-3300

*1990 Institute is committed to workforce diversity*