As we near our 20th anniversary of powerful work in our founding home of NYC and far beyond, Adhikaar is excited to announce that we are currently seeking a new Executive Director.
Title: Executive Director

Reports to: Board of Directors

Adhikaar for Human Rights and Social Justice

Adhikaar, meaning rights, is a New York-based nonprofit organizing the Nepali-speaking community to promote human rights and social justice for all. Additional details about Adhikaar and this unique opportunity are below. This search is being conducted in collaboration with Movement Talent. For further information or to apply, please contact Linda Nguyen at linda@movementtalent.org.

To apply, please include your resume and cover letter in an email with the subject line: “Adhikaar Executive Director.”

ABOUT US

Adhikaar, meaning “rights,” is a New York-based nonprofit organizing the Nepali-speaking community to promote human rights and social justice for all. We create access to information, build community leadership, and grow collective power to win rights for our communities and dignity and equity for all. Established in 2005, Adhikaar is the only organization providing essential services and mobilizing the Nepali-speaking community to raise our voices and take collective action against injustices on issues affecting us. We achieve this through organizing, community education, grassroots advocacy, leadership development, and direct services. Our program areas are workers’ rights, immigrant rights, access to healthcare, and language justice.

Based in New York City, Adhikaar is a member-based organization with over 6,000 participating members, which directly supports more than 15,000 people and engages more than 50,000 people a year. Our members are mostly workers in informal sectors of the economy and are the driving force behind Adhikaar. Over 80% of our members are based in New York City, and Adhikaar has a growing membership in New Jersey, Virginia, Maryland, Texas, and, to a lesser degree, 10 other states across the country. We are growing into an organization with a national presence and the potential to expand our work into numerous cities across the U.S. Adhikaar is powered by a growing staff of 14+ people, including full-time and part-time staff, 10+ fellows, and a robust team of skilled consultants who support our team. Our work is focused on membership development and organizing to build power to face the issues that impact our community.

*At Adhikaar, we define the Nepali-speaking community as descendants of Nepal, Bhutan, India, Burma, and Tibet who speak Nepali.*
DESCRIPTION | EXECUTIVE DIRECTOR

The Executive Director (ED) has overall responsibility to lead Adhikaar and oversee and manage Adhikaar's staff, programs, development activities, and administration. The ED provides vision and leadership while ensuring the day-to-day operations of Adhikaar are effectively implemented. They provide oversight to program development, campaigns, public policy, community relations, media relations, finance, budgeting, fundraising, operations, human resources, and infrastructure development. As we near our 20th anniversary, we seek a leader who can step into and lead our dynamic and evolving organization—someone who promotes collaboration amongst an intergenerational, multilingual team.

WHO YOU ARE:

• A bold visionary who understands Adhikaar's purpose, takes risks and is deliberative;
• A leader who listens to staff, board, members and other stakeholders;
• Someone who leads with love and integrity;
• A leader who serves as a role model and mentor for staff and members;
• A leader who honors a membership base;
• A leader who understands servant leadership;
• A powerful and strategic fundraiser who can maintain and grow Adhikaar’s financial resources;
• A leader who develops Adhikaar’s political power; and,
• A leader who empowers the community as they move.

RESPONSIBILITIES

The responsibilities for the Executive Director will include, but are not limited to, the following:

Strategy, Vision, and Growth:

• Ensure Adhikaar fulfills its mission, vision and values in every aspect of the organization;
• Lead Adhikaar in its strategic positioning and growth, including expansion of the organization into new arenas and locales;
• Inspire staff and membership with a focus on developing new leaders in the Nepali-speaking community while expanding the membership base and deepening our impact on target communities;
• Manage, adapt and ensure implementation of Adhikaar’s Strategic Alignment Plan; and,
• Grow Adhikaar’s political presence and people power with the ultimate goal of improving the everyday lives of the Nepali-speaking workers toward dignity and equity for all.

Resource Development:

• Work with the Board and staff in developing and achieving annual and long range financial goals;
• Lead and direct fundraising program; and,
• Provide leadership in the development of a diverse funding base including but not limited to foundations, government, individual, and online supporters.
External Relations & Communications:

- Provide guidance and coordination on Adhikaar external relations and communications to further Adhikaar’s mission;
- Create visibility for Adhikaar and serve as the chief spokesperson for Adhikaar’s mission while growing the ability for Adhikaar staff and members to speak for the organization;
- Seek opportunities to promote the work of Adhikaar, specifically in movement, political, and fundraising spheres;
- Create links and partnerships with other actors and interest groups that maximize connections to further Adhikaar’s mission; and,
- Develop and enhance relationships with community, and national organizations in the U.S. aligned with Adhikaar’s mission.

Organizational Management:

- Develop and ensure effective day-to-day operation of Adhikaar;
- Establish an organizational culture characterized by commitment to mission, vision, shared values and outcomes;
- Recruit, develop, direct, and evaluate staff working towards retention, team-building, and recruitment with a focus on diversity, especially from the Nepali-speaking community;
- Lead the Management Team to coordinate team plans and overall management of the organization;
- Support the creation of opportunities for membership development within Adhikaar such as with Fellowships and leader committees;
- Refine and grow Adhikaar’s infrastructure including but not limited to data management systems, policies, internal communications, institutional training, etc.; and,
- Ensure Adhikaar is compliant with 501c(3) and other government regulations.
**Program, Campaign and Direct Services Development & Oversight:**

- Lead the annual and overall organizational planning process to support the development of Adhikaar’s various program areas while supporting the integration of these areas to achieve Adhikaar’s strategic plans and further the mission;

- Work with the staff and membership to formulate and oversee the implementation of programs, services, campaigns and projects that fall within the mission of Adhikaar;

- Collaborate with Directors and other staff to ensure smooth planning, preparation, implementation, monitoring and evaluation of activities and achievements towards program goals;

- Ensure compliance with government regulations, donor regulations, procedures and reporting; and,

- Guide and support program decisions, day to day needs and response to community emergencies as raised by Directors and other program leads.
QUALIFICATIONS

The Executive Director must demonstrate cultural competency and should have an understanding of the diverse Nepali-speaking community. They must have a demonstrated commitment to Adhikaar’s mission and vision focused on women's leadership and respect for directly impacted low-income workers and membership-based organizations. Prospective candidates must be able to manage multiple priorities simultaneously as well as exhibit excellent written and verbal communication, analytic, computer and organizational skills.

The ideal candidate will possess the following skills and experiences in:

**Leadership**

- Demonstrated ability to lead, communicate and work with diverse populations and those with a wide variety of professional backgrounds, skills and experiences;
- A minimum of 7 years in a leadership position;
- Demonstrated skills in public speaking, government relations, fundraising and organizational development;
- Attention to details while managing multiple priorities and ensuring overall guidance for a team;

**Management**

- At least 5 years of experience managing organization(s) or businesses with preferred experience in a non-profits that organize, advocate and/or provide direct services;
- Strong experience with leading and managing diverse groups of people, including managing decision-making, leadership structures, and conflicts;
- Experience with the management of an organization or business including infrastructure development, finances and human resources;
- Well-versed computer skills including Microsoft/G-suite tools, database, excellent ability to communicate over email and openness to learn new tools;
- Available for travel and work engagement after-hours on an as-needed basis; and,
- English language fluency with Nepali language abilities preferred.
**Partnership**

- An understanding of the political landscape and political analysis of workers rights, immigrant rights, and gender justice issues;

- Deep/strong understanding of social and economic justice and/or human rights movements especially intersectional organizing, coalition building and grassroots membership development;

- Development and maintenance of external relations, including the ability to develop and maintain effective high level relationships with social justice movement partners, government officials, funders and other key stakeholders.

**POSITION DETAILS**

**Location**

The location for this position is in New York City where the current staff are based and more than 80% of our members reside or work.

**Travel**

This position requires some travel in the U.S., up to 3-4 days per month, for membership, funder, coalition and movement events.

**Salary Range**: $105,000 - $130,000 (based on experience)

**Employee Benefits**

- Health Insurance - 100% employer covered

- Dental/Vision - 100% employer covered

- Simple IRA Retirement - 3% employer match after one full year of full-time employment

- Holidays:
  - Adhikaar is closed on Sundays before holidays that fall on Mondays
  - Adhikaar is closed between December 25 and January 1.
  - Adhikaar is also closed and all regular staff will be paid for the following holidays:
    - New Year’s Day (see details above)
    - Martin Luther King’s Birthday
- Presidents’ Day
- Nepali New Year’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples’ Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day (see details above)
- One personal cultural, religious, spiritual or other holiday

- Personal Days - 5 per year
- Sick Days - 5 per year
- One month sabbatical after 5 years of service
- Vacation - Calendar year of hire - Accrual rate 1 day/month (12 days per year)
- First full calendar year through 3rd full calendar year - Accrual rate 1.25 day/month (15 days per year)
- Fourth full calendar year through 7th full calendar year - Accrual rate 1.67 days/month (20 days per year)
- Eighth full calendar year and thereafter - Accrual rate 2 days/month (24 days per year)

Adhikaar is an equal opportunity employer. We strongly encourage and seek applications from Nepali-speaking women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

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