



Leadership Profile

Co-Executive Director

Adhikaar for Human Rights and Social Justice

New York City



As we enter 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 Co-Executive Director.



Title: Co-Executive Director

Reports to: Board of Directors

Adhikaar for Human Rights and Social Justice

ADHIKAAR MISSION, VISION AND VALUES

Mission Statement: Adhikaar, meaning “rights” in Nepali, is a women-led community and workers’ center that provides direct services to the Nepali-speaking community and organizes low-income workers and impacted community members to promote social justice and human rights. We create access to information, build community leadership, and grow collective power to win rights for our communities, and dignity and equity for all.

Vision Statement: Our vision is to build a powerful, diverse and intergenerational community that embraces our whole selves. We lift up and empower immigrants and workers through grassroots organizing and building political power so that all people can lead healthy and dignified lives.

Core Values

- We create a safe and loving community that is a **maiti ghar or home** for our members.
- We hold ourselves **accountable** to our community including respecting the **diversity** of the Nepali-speaking communities.
- We build **solidarity** to create inclusive communities and pursue **equity and justice** for all.
- We center **women leadership** while creating a **gender inclusive** environment.
- We center the **most impacted** community members including low income workers and limited literacy community members.
- We lead with **integrity and respect** as a foundation for our work as it embodies empathy, trust and love.
- We **recognize** all who contribute to building Adhikaar.
- In the face of adversity, we fight back, **build power and grow leaders**.



DESCRIPTION | CO-EXECUTIVE DIRECTOR

The Co-Executive Director (Co-ED) will join Co-Executive Director Narbada Chhetri, longtime staff member and current Director of Organizing and Programs at Adhikaar. The Co-Executive Directors, together, have overall responsibility to lead Adhikaar and oversee and manage all of Adhikaar's staff, programs, development activities, and administration.

The Co-ED whom we seek should be an individual who can step into and co-lead this dynamic and evolving organization, who can lead with love and integrity, serve as a role model and mentor for staff, honor a membership base, and is a strategic fundraiser who can maintain and grow Adhikaar's financial resources.

The Co-ED should be skilled in infrastructure development, change and growth management and organizational management including fundraising, finance, budgeting, operations, human resources, governance, compliance and board matters.





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
- Co-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 Adhikaar's impact on target communities
- Grow Adhikaar's political presence and people power with the ultimate goal of improving the everyday lives of Nepali-speaking workers toward dignity and equity for all
- Manage, adapt and ensure implementation of Adhikaar's Strategic Alignment Plan

Resource Development:

- Work with the Board and staff in developing and achieving annual and long range financial goals
- Lead and direct fundraising program, including supervision of a Development team
- Provide leadership in the development of a diverse funding base including but not limited to foundations, government (state and local), individual, and online supporters.

External Relations & Communications:

- Provide guidance and coordination on Adhikaar external relations and communications to further Adhikaar's mission
- Seek opportunities to promote the work of Adhikaar, specifically in movement, political, and fundraising spheres
- Create links and partnerships with other interest groups and individuals to maximize connections to further Adhikaar's mission
- 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 including oversight of fiscal matters and leadership of finance and operations staff
- 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
- Refine and grow Adhikaar's infrastructure including but not limited to data management systems, policies, internal communications, institutional training
- Work closely with Co-ED and board of directors on board relations and governance matters
- Ensure Adhikaar is compliant with 501c(3) and other government regulations.

Program, Campaign and Direct Services Development & Oversight:

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

The two Co-EDs of the organization will work together in joint leadership, with an examination and regular re-examination of each Co-ED job description as time progresses. There may be a re-balancing of duties and responsibilities to ensure equitable work distribution and shared leadership and oversight. The Co-EDs will work with the Board of Directors on designing and revising Co-ED job descriptions.

QUALIFICATIONS

The Co-Executive Director should have an understanding - or is enthusiastic about gaining a better understanding - of the diverse Nepali-speaking community. They should uphold Adhikaar's mission, vision, and values - that focus on women's leadership and respect for directly impacted low-income workers, immigrants, 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

- Ability to lead, communicate and work with diverse populations and those with a wide variety of professional backgrounds, skills and experiences
- A minimum of 5 years in a leadership position, preferably in a nonprofit organization
- 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) 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

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 New York City metro area and the U.S., up to 3-4 days per month, for membership, funder, coalition and movement events.

Salary Range:

\$120,000 annually



Employee Benefits

In alignment with Adhikaar's values, the benefits include 100% employer covered health insurance and dental/vision coverage.

Adhikaar offers 3% matching for a simple IRA retirement plan after one full year of employment. In total, paid time off includes:

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- 12 holidays, including one personal cultural, religious, spiritual, or other holiday
- 5 personal days
- 5 sick days
- Starting with 12 vacation days.

Adhikaar is closed between December 25 and January 1, along with the Sundays before holidays that fall on Mondays. For the first year at Adhikaar, staff are able to accrue up to 12 days of vacation. This increases to a total of 15 days per year between years two and three at Adhikaar. Between years four and seven of service, vacation increases again to 20 days per year. Year eight and thereafter staff are able to accrue up to 24 days of vacation per year.

Application instructions

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 Co-Executive Director."

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.