

JOB POSTING

Ref.: AHUB06/2023
Job Title: Managing Director
Hours: 40 hours per week (may require to work in evenings and/or on weekends)
Employment: Full-time

As part of our ongoing commitment to growth and strengthening our team, we are looking for people who are in accordance with the organization's vision and strategy, and have a strong commitment to cultural competency and a deep understanding of the unique challenges of facing Asian young people and immigrant communities. As the Managing Director, you will be responsible for developing program strategies, managing all aspects of the organization, ensuring to serve the needs of its target population and developing funding strategy.

Qualifications

1. Education and Experience

At least 5-7 years of experience in youth development, program management, or fundraising. Experience working with Asian young people and immigrant communities is preferred.

2. Cultural Competency

An understanding and respect for diverse cultures and experiences, particularly those of Asian young people and immigrants.

3. Leadership Skills

Demonstrated experience in leading and managing staff, volunteers, and programs with a focus on mentoring, teamwork, and achieving organizational goals.

4. Language Skills

Strong writing and speaking skills in English, Cantonese, and Mandarin are necessary for effective communication with the young people, staff, volunteers, and stakeholders.

5. Fundraising Experiences

A track record of success in securing funds through grants, donations, and other fundraising initiatives.

6. Strategic Vision

The ability to develop and implement effective program strategies that meet the needs of the organization's target population, as well as the capacity to adapt to changing needs and trends.

The responsibilities include the following but not limited to:

1. Board Supervision

Work closely with the board of directors, providing regular updates, seeking guidance, and implementing decisions.

2. Program Development and Management

Develop and implement high-quality programs that support the social and emotional growth of Asian young people and immigrant communities, as well as their general well-being. Ensure that programs are aligned with the organization's mission and goals, and that they meet the needs of the target population.

3. Fundraising and Resource Development

Develop and implement fundraising strategies to support the organization's programs and services. This may include writing grant proposals, cultivating donor relationships, and organizing fundraising events.

4. Team Building and Mentoring

Recruit, train, and supervise staff, interns, and volunteers. Provide guidance and support to team members to ensure that they have the resources they need to succeed.

5. Community Outreach and Engagement

Develop collaborations and maintain relationships with government, community partners, schools, stakeholders, and other organizations to promote the organization's work and build support for its programs and services.

6. Social Media and Marketing

Utilize social media platforms to develop and implement marketing and outreach strategies to promote the organization's mission and attract young people to its programs and services.

Essential Requirements:

All applicants **MUST meet the following eligibility criteria:**

1. Have a valid Social Insurance Number.
2. Successful candidate must provide a valid (dated within the last 120 days) and clear Police Vulnerable Sector Check (PVSC)

To apply: please email your resume and cover letter in a **Single PDF document** to hr@acrossuhub.com

We thank all the applicants for their interest in this position but regret only those invited for interview will be contacted. NO Telephone Calls Please.