



VietAID Seeks an Executive Director

The Vietnamese American Initiative for Development, Inc. (VietAID) seeks an inspiring, energetic leader with experience working in the Vietnamese community. VietAID is an organization positioned for growth as it strives to meet a growing demand for affordable housing and its human service programs. VietAID is looking for an Executive Director skilled in fundraising, building partnerships, and management.

About VietAID

VietAID's mission is *to build a strong Vietnamese American community and a vibrant Fields Corner*. The organization was founded in 1994 by community leaders and residents who sought to provide comprehensive economic development programs and services to alleviate poverty for all residents of the Fields Corner neighborhood of Dorchester as well as advance civic participation among Vietnamese Americans in greater Boston. VietAID is the nation's first grassroots community development corporation founded and operated by Vietnamese refugees and immigrants.

VietAID is an active part of the Dorchester and Field's Corner community as well as the Asian Pacific Islander statewide network, working to develop partnerships and impact issues as well as policies close to the community such as language access, affordable housing, economic opportunities and mental health. As a leading Vietnamese and Asian American led organization, VietAID plays an important role in representing the interest of the community to various stakeholders.

VietAID employs 24 staff and is led by an eight-member Board. VietAID's annual operating budget is \$2M, with total assets of \$5.5M. Sitting at the intersection of community development and social services, VietAID provides services to the residents of Fields Corner and beyond, with a historical focus on the Vietnamese community. Programs include:

Affordable Housing: VietAID operates a growing affordable housing portfolio which includes 164 units (SROs to 3 bedrooms) in 6 buildings for low income and formerly homeless families. The newest development, located in the Bowdoin Geneva neighborhood of Dorchester is set to occupy in Fall 2022 with 41 units of affordable housing and commercial space to be operated by the Dorchester Food Cooperative.

Vietnamese American Community Center (VACC): The VACC, the nation's first Vietnamese operated community center, houses VietAID's programming, provides office rental space for nonprofit organizations and a 3,000 square foot community room that hosts events ranging from public meetings to cultural celebrations (such as Tet).

Âu Cơ PreSchool: VietAID's Vietnamese-English preschool serves over 40 children, includes a partnership with Boston Public Schools as the district's only Vietnamese-English preschool option for 3 and 4 year olds. It is the first Vietnamese bilingual and bicultural school in the country.

Older Adults Program: VietAID hosts a daily drop-in program for older adults to build community, access services and participate in wellness activities. Pre-pandemic, 125 seniors attended daily.

Youth Leadership Development: The leadership development program for high school students focuses on social justice, youth mental health and a establishing a community garden at Town Field park, a 6 acre public park in the heart of Fields Corner.

Emergency Response Services: With the pandemic, VietAID quickly responded by offering services focused on accessing unemployment assistance as well as rental and food assistance programs.

The Opportunity

The next Executive Director will have the opportunity to lead a well-respected and critically important organization in Boston. VietAID has evolved into an essential resource for meeting a broad array of community needs, building from its core mission of providing affordable housing for neighborhood residents. High priorities for the Executive Director include:

- Develop a short and long-term strategy for VietAID's growth and sustainability that considers:
 - The challenging housing market trends in Dorchester
 - The continuing impact of COVID on the community, programs and staff
 - The scale, scope and sustainability of program services
 - Approaches to diversifying VietAID's revenue base.

- Fully attend to the ongoing real estate development initiatives and future opportunities
- Serve as a public spokesperson who advocates for issues impacting the broader Vietnamese community and related communities in Dorchester
- Develop a vision for VietAID's programming that is community-informed, innovative, relevant, and sustainable
- Increase the visibility, clarity, and awareness of VietAID's work and impact
- Engage in and build coalitions with the Dorchester and Greater Boston communities/organizations organizing for social justice
- Manage daily operations effectively and efficiently and direct and empower a team of experienced and passionate staff

- Build relationships with city, community and business leaders, ensuring that VietAID is an engaged and trusted partner in the community, taking leadership when needed
- Develop and support a senior leadership team and work culture that values a passionate commitment to mission, collaboration, flexibility and service
- Expand and develop the Board of Directors while building collaborative relationships based on direct communication and mutual accountability

The Ideal Candidate

While we recognize that candidates will not possess all the following qualities, ideal applicants will exemplify a number of these attributes, skills, and experiences and will have the capability to oversee an organization of VietAID's size and scope. The expectation is that the Executive Director will work from the VietAID office in Dorchester, Massachusetts.

A Mission and Community-Focused Leader

- Passion and commitment to the VietAID mission
- Deep working knowledge of and experience with the Vietnamese community, its history, and the current day issues the community faces
- Demonstrated ability to understand and embrace a community's vision and take action
- Knowledge of affordable housing and real estate development
- Able to build trust across diverse groups of stakeholders and generations
- Commitment to social justice and experience in community organizing

Empowering and Energetic Leader of Culture, Staff, and the Board

- A warm and inspiring leader who motivates, mentors, and appreciates staff
- Experience developing a welcoming, collaborative, diverse, and inclusive work culture and approach to the mission
- Hardworking and energetic
- Ability to lead with wisdom, grace, and confidence
- Experience partnering with or serving on a Board of Directors

A Powerful Communicator and Relationship Builder

- Strong public speaking and writing skills
- Politically savvy and the ability to navigate in complex and diverse funding, political, and cultural environments
- Skilled at building coalitions and developing partnerships

A Seasoned Organizational Leader

- Non-profit acumen in operations, management, and governance leadership at an organization of VietAID's scale
- Financial experience in budgeting, financial reporting, and analysis
- Proven experience in fundraising, including grant writing, government contracting and donor relations
- Highly organized and proven ability to manage multiple services and the complexity experienced in a CDC
- Experience in educating and advocating for policies that benefit immigrant communities

Desired Credentials and/or Experience

- A minimum of 7 years of senior leadership experience
- A bachelor's degree or equivalent experience
- Dual language speaker in Vietnamese or other languages is a plus

Application Guidelines

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of VietAID. Applications will be accepted until the position is filled. The salary range being offered is \$130,000 – \$140,000. VietAID offers a generous benefits package that includes a 403(b) retirement plan. Send required documents to: <https://eostransitions.applicantpool.com/jobs/>

VietAID is an equal opportunity employer. Equal opportunity for all employees is central to the continuing success of the organization. VietAID will not discriminate against an employee or applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, marital status, veteran status, or medical condition in hiring, promotion, demotion, training, benefits, transfers, layoffs, terminations, rates of pay, or other forms of compensation. VietAID is committed to the goals of affirmative action for members of disadvantaged and encourages a broad range of applicants, including candidates from diverse backgrounds and cultures and those with lived experience with the communities that VietAID serves.

This executive search is being conducted by Eos Transition Partners consultants Hez Norton and Nancy Jackson. All submissions will be acknowledged and are confidential, and any questions must be submitted to Hez Norton at: hnorton@eostransitions.com