



Job Posting: Executive Director

The Sikh American Legal Defense and Education Fund (SALDEF) is seeking our next Executive Director with a deep commitment to the Sikh American community, civil rights advocacy and community engagement. The Executive Director reports to the Board of Directors, communicates the vision and direction of SALDEF to and leads its full-time staff, numerous volunteers, and interns and seeks out, identifies, and nurtures relationships with the organization's donors and stakeholders.

The Executive Director is charged with implementing the organization's strategic vision; overseeing SALDEF's direct services, advocacy, and other programs; leading the annual fundraising process along with donor relations; overseeing internal operations in collaboration with the management team; meeting the organization's financial goals and assuring fiscal integrity; providing leadership in community affairs and collaborative initiatives; and serving as a public voice for the organization. Finally, she/he will serve as an advocate on issues of civil rights and needs related to Sikh Americans in various settings including government, media, and the community. Among the primary areas of emphasis for the Executive Director will be:

1. Provide leadership on collaborative efforts in all of SALDEF's program areas
2. Assure the financial integrity of the organization and work closely with the Board to monitor financial achievement against financial goals
3. Work collaboratively with the Board of Directors and its committees to: advise and report on the status of the organization's activities, particularly on issues of strategic importance; cultivate positive relationships between the Board and staff; and assure support for the operations and development of the Board
4. Identify new funding opportunities (national and local, private and public) through relationship-building
5. Provide oversight to the management team and staff, including assisting them in the development of performance goals, setting benchmarks, and conducting evaluations
6. Assess key needs of the organization, such as facilities and technology infrastructure, in partnership with the management team to promote the highest levels of efficiency
7. Develop an annual budget in conjunction with key staff and the Board, including mapping out projected expenses and revenue sources

Key Responsibilities

Leadership & Communication

1. Communicate SALDEF vision and motivate SALDEF staff, volunteers, and the community at large to implement this vision.
2. Identify and develop strategic partnerships for programs and funding.

Management



1. Provide day-to-day management, training, and supervision of staff and volunteers.
2. Ensure SALDEF is in compliance with all funders' requirements and directives.
3. Prepare and submit necessary reports to funders, Board of Directors, and other parties when necessary.
4. Encourage staff and volunteers to continue development in their careers while providing opportunities for staff to grow professionally.
5. Maintain a positive and strong organizational culture that helps attract and retain creative, competent, and committed staff.

Community Outreach, Partnership, and Collaboration

1. Establish and maintain strong relationships with other organizations, elected officials, corporate entities, other appropriate and relevant service providers.
2. Represent SALDEF at government and community meetings and outreach events.
3. Partner with community organizations to design programs and provide necessary services for the target population.

Board

1. Work in partnership with the Board Chair and Board committee chairs to develop funding priorities; cultivate strong relationships with all board members.
2. Collaborate with the Board of Directors to propose and develop a 3-5 year strategic plan, with annual review and evaluations of success metrics.

Revenue - Fundraising and Grants

1. Ensure responsible, diversified, and growth-oriented stewardship of funds.
2. Identify and secure additional funding sources, including individual, foundations, and corporate donors.
3. Develop and execute the annual fundraising plan for the organization including overseeing and managing.

Budget and Fiscal Oversight

1. Oversee the creation of the annual budget, with input from the Board.
2. Manage revenues and expenses to meet budget targets.

Program Oversight

1. Design and implement appropriate programs to meet SALDEF constituents' needs.
2. Conduct periodic evaluations and report on each program's effectiveness and performance.

Qualifications/Skills:



Required:

1. At least 7 years of relevant experience and 5 years of management experience, preferably in a nonprofit setting.
2. Experience working with and in-depth relationships within the Sikh American community.
3. Fluency in the Punjabi language.
4. Based in the Washington, DC metro area (DC, MD, or VA).
5. Successfully raising funds from the government, foundations, corporations, and individuals.
6. Demonstrated success in driving growth and organizational change.
7. Strong listening skills, excellent written and oral communication skills, including public speaking skills.
8. Demonstrated skills in advocacy, coalition-building, and media relations.
9. Excellent reputation for integrity and high ethical standards.
10. Proven background in fiscal management and budgeting.
11. Demonstrated experience in team management, up to and including hiring and onboarding new employees, performance management, coaching and mentoring team members.
12. Executive-level experience that includes planning, budgeting, management, and experience serving and coordinating boards or committees.
13. Proven ability to work effectively with and provide leadership to multiple stakeholders.
14. Experience with modern AI tools, including but not limited to Claude, ChatGPT, and Gemini.
15. Ability to bring groups of people together around a shared goal.
16. Fundraising capabilities, particularly prior experience soliciting private foundations and in grant writing.
17. Experience developing and overseeing a budget of \$2,000,000.
18. Master's degree or Bachelor's degree, plus commensurate experience.
19. Experience working in a highly regulated environment, which may include financial institutions, administrative, or government agencies.

Preferred

1. Significant understanding of and experience in civil rights, legal and legislative advocacy, education and training, and public policy issues related to immigrant communities
2. Experience working with elected officials.
3. Experience in program oversight and development.
4. Knowledge of outcome-based evaluation of programs and initiatives.