



Executive Director Needed for Taiwanese-American Educational and Advocacy NGO Located in Washington, D.C.

The Formosan Association for Public Affairs (FAPA), a 501(c)(3) organization located in Washington, D.C., seeks a full-time or half-time Executive Director to manage the daily operation of its Headquarters and reports to the National President. The Executive Director shall:

- (1) Be responsible for drafting and implementing work projects and daily operations;
- (2) Be responsible for fundraising for FAPA and has the authority of managing the expenses of FAPA;
- (3) Execute the decisions approved by the Board Members and the Standing Committee;
- (4) Possess authority for the approval of new membership application;
- (5) Possess authority for the employment of Headquarters staff and their annual performance evaluation;
- (6) Be responsible in chapter expansion, visit chapters, publish newsletters and promote communications between the Headquarters, members and chapters.

Candidates should have the following qualifications:

- (1) He or she has been FAPA President, Vice President or FAPA Board Member for more than four years and understands and has been involved in FAPA affairs; OR
- (2) He or she recognizes the Mission of FAPA and has conducted extensive research and has broad understanding of Taiwan issues;
- (3) In addition to any one of the two qualifications above, he or she shall possess administrative experience and fundraising capability.

This full-time/half-time position has an initial term of three years, renewable by mutual agreement. The appointment of the Executive Director shall be made by the President and approved by the Standing Committee. Work hours are forty hours per week (full-time) or twenty hours per week (half-time) with reasonable schedule flexibility. **The salary range for this position is \$80,000 – 120,000 (full-time) or \$40,000 – 60,000 (half-time) .**

Founded in 1982, FAPA is a nonprofit, grassroots organization that seeks to build worldwide support for Taiwan independence. Further information, including FAPA's mission in detail, is available at <http://fapa.org/wp/>.

If full-time, the Executive Director will qualify for health, dental and term life insurance and a SIMPLE IRA. Annual vacation time is three weeks. Benefits are subject to negotiation for half-time employment. FAPA is an equal-opportunity employer. All employment is subject to applicable FAPA by-laws and policies.

If you wish to apply, please send a resume, by June 15, 2019, to Bob I. Yang, Chairperson, FAPA Executive Director Search Committee at yangb@umkc.edu. Please feel free to contact us at (913) 948-4869 if you have questions about the position.