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Los Angeles, CA 90012

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www.gokizuna.org

Executive Director JOB DESCRIPTION

Title: Executive Director
Classification: Full-Time, Exempt, Reports to Board of Directors
Location: Los Angeles, CA

Kizuna's Executive Director is responsible for the implementation of the overall vision and strategy of the organization, including management of the organization's programs, fundraising events and campaigns, operations, and administration. Additionally, the Executive Director must serve as the face of the organization to organizational funders, partners, volunteers, and other interested parties and stakeholders. This position reports directly to the Board of Directors.

Salary is between \$70,000 and \$90,000 per year, DOQ. Health and retirement benefits included.

Our ideal candidate is...

- driven by and whole-heartedly embraces our mission to educate, empower and engage the next generation of community leaders in the Little Tokyo and surrounding communities.
- entrepreneurial, creative, agile, visionary, and can think BIG while executing strategy and business operations with excellence.
- self-motivated, holds a high level of integrity, confident with building relationships, leading a team and communicating across a broad range of stakeholders.

To apply, please send resume and cover letter to boardchair@gokizuna.org.

About Kizuna

Rooted in our core values of caring, growth, responsibility and giving, Kizuna's mission is to *educate, empower and engage the next generation of community leaders*. Founded in 2011 for, and by the next generation of community leaders, Kizuna has grown to serve more than 600 young people each year through an integrated pipeline of programs helping youth and young adults connect to their culture and give back to their community.

Every year since the inception of Kizuna in 2011, we see the impact of our programs in action—from former elementary school summer camp participants moving up the pipeline as camp counselors, high school leadership participants organizing service projects and college internship and board fellowship alumni working for and serving on the boards of community organizations.

All of this is made possible through the collaborative efforts of Kizuna's dedicated staff (led by our Executive Director), board of directors, volunteers, donors and community partners. Our work culture is inclusive, supportive and aligned with our mission of building next generation leaders.

Kizuna is an independent 501(c)(3) nonprofit organization based in Los Angeles, CA.

To learn more about Kizuna, visit www.gokizuna.org

Responsibilities

Leadership and Vision

- Develop and execute a strategic plan that is aligned with the organization's vision and mission.
- Lead and actively engage staff, program participants, volunteers, board members, event committees, partnering organizations, and donors.
- Build and foster a collaborative and creative environment that values and supports an open exchange of diverse ideas.

Management

- Financial
 - Oversee fiscal management, including but not limited to managing the organization's cash flow and investments, ensuring efficient utilization of resources, maintaining the organization's overall health, and forecasting.
 - Responsible for the fiscal integrity of Kizuna, leading the annual budget planning process, and presenting monthly financial statements to the Board of Directors.
- Personnel
 - Maintain official records and documents; ensure compliance with federal, state and local regulations.
 - Provide leadership, coaching, and direction to staff and ensure the continued development and management of the organization.
 - Ensure sound human resources procedures are practiced, including the annual performance management review process.
 - Oversee human resources function of organization.
 - Manage program staff and oversee development of program strategy and ensure effective systems to track progress and evaluate effectiveness.
 - Create a culture of inclusivity and respect amongst staff and volunteers.

Fundraising & Development

- Develop fundraising strategy and expand revenue generating and fundraising activities/events to support existing program operations and ensure long-term viability.
- Serve as the primary fundraising officer and actively lead all fundraising activities to grow the organization's donor base, with a focus on major and planned gift capacity. Activities include identifying new donors, recognizing and cultivating current donors, soliciting prospects, and planning stewardship activities to promote donor retention.
- Identify, cultivate, solicit, steward and grow the organization's portfolio and pipeline of institutional gifts including foundations, corporations and community organizations.

Communications & External Relations

- Establish and maintain strong relationships and partnerships with community groups and organizations.
- Develop and oversee communication strategy to promote the organization's mission, programs and impact.
- Serve as primary representative and spokesperson; conduct official correspondence on behalf of the organization.

- Communicate effectively with the Board to provide any necessary information related to internal or external issues that may affect the organization in a timely and accurate manner.

Qualifications and Requirements

Required Qualifications

- Minimum of a Bachelor's degree from an accredited four-year college or university (graduate degree highly desirable)
- Minimum of three years managerial experience in a nonprofit, governmental or for-profit corporate environment
- Driven by and passionate about Kizuna's mission
- Strong communication skills—written, verbal, and interpersonal
- Demonstrate high level of integrity
- Proven leadership experience

Desired Qualifications

- Experience with donor relations, fundraising strategy and development
- Experience working with Japanese American or Little Tokyo communities and/or demonstrates knowledge and understanding of these communities
- Experience managing multiple programs
- Strong organizational & leadership skills
- Experience managing and motivating a team of staff and volunteers
- Previous experience with financial management, including planning and maintaining budgets
- Innovative and creative problem solving on a macro and micro level
- Resourceful and highly organized
- Proficient with Salesforce, Gusto, and Asana or similar platforms are a plus

Eligibility Requirements

- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older
- Must be willing to work in Los Angeles, CA
- Must be willing and able to travel and work on evenings and weekends as needed