



MEMBER ORGANIZATIONS

Tucson Intl Alliance of Refugee Community
Tucson, AZ

Vietnamese Volunteers of Arizona
Glendale, AZ

Asian Pacific Residential Treatment Program
Los Angeles, CA

Cambodian Family
Santa Ana, CA

Southeast Asian Community Center
San Francisco, CA

Unified Vietnamese Community Council
Los Angeles, CA

Vietnamese Voluntary Foundation
San Jose, CA

Vietnamese Mutual Assistance
Association of Connecticut
Hartford, CT

Association for the Advancement of
Vietnamese Americans
Tampa, FL

Vietnamese Association of Illinois
Chicago, IL

Vietnamese Mutual Association
Wichita, KS

Wichita Indochinese Center
Wichita, KS

Vietnamese Catholic Office
New Orleans, LA

Springfield Vietnamese American
Civic Association
Springfield, MA

Vietnamese American Civic Association
Boston, MA

Maryland Vietnamese Mutual Association
Silver Spring, MD

Center for Asian Pacific Islanders
Minneapolis, MN

Project Fine
Winona, MN

Intercultural Mutual Assistance Association
Rochester, MN

Vietnamese Social Services of Minnesota
St. Paul, MN

Montagnard Dega Association
Greensboro, NC

Vietnamese American Cultural Organization
New York, NY

Asian American Community
Services Association
Tulsa, OK

Vietnamese American Association
Oklahoma City, OK

Vietnamese Friendship Association
Seattle, WA

The National Alliance of Vietnamese American Service Agencies (NAVASA), a national Vietnamese nonprofit organization, is currently looking for a highly self-motivated individual to fill in a vacant position as **Director of Development and Communication. EOE**

Job Responsibilities:

- ❖ Provides leadership and maintain responsibility for securing and managing necessary funds for the operation of the agency
- ❖ Writes and applies for all funds budgeted from outside sources, maintain responsibility for grants, and proposals to solicit funds
- ❖ Researches potential sources of funding for new and existing programs, bring to board for appropriate planning process
- ❖ Develops methods for monitoring and assuring accountability to donors
- ❖ Advocates for underserved refugees and Vietnamese Americans
- ❖ Communicates with funders, member organizations, and non-affiliated members
- ❖ Participates in forums, conferences, meetings, and workshops concerned with issues of refugees/immigrants
- ❖ Promotes networking among NAVASA's affiliated members, and non-affiliated members
- ❖ Works with other staff members in discharging responsibilities
- ❖ Assumes necessary tasks required by Executive Director.

Qualifications:

- ❖ Demonstrated ability in written and oral communication
- ❖ Strong commitment to refugee/immigrant and underserved populations
- ❖ Experience in fundraising
- ❖ Experience in working with community-based organizations
- ❖ Understanding of nonprofit management
- ❖ Understanding of refugee/immigrant background and issues
- ❖ B.S. or B.A. degree

Benefits:

- ❖ NAVASA offers a very competitive benefit package including 75% of medical, employer match of retirement plan, and generous leave time.

Salary:

- ❖ Commensurate with experience

How to apply: Email, mail or fax cover letters and resumes to NAVASA

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