

Position: Executive Director

Reports to: The Board of Directors

Location: Preferred Bay Area, CA / Hybrid

Job Type: Full-Time

Salary Range: \$70-\$80K

Organization Overview

Philippine International Aid (PIA), a 501(c)(3) is on its 40th year. PIA is a non-profit dedicated to providing educational assistance and opportunities for disadvantaged Filipino and Filipino American children. PIA's core programs include soliciting sponsorships for children in the Philippines for their educational needs. PIA has also provided numerous grants and scholarships both in the Philippines and US, funded programs dealing with sexual abuse and trafficking of children, preserving indigenous legacy, and has helped with relief efforts during catastrophic events.

Position Summary

The Executive Director (ED) serves as the chief executive officer, providing visionary leadership to drive our youth initiatives as well as build community presence and partnerships. Reporting to the Board of Directors, the ED holds overall strategic and operational responsibility, financial health, and community partnerships. The ideal candidate is an inspiring leader with a deep commitment to helping Filipino and Filipino American youth and a proven track record in non-profit growth.

Key Responsibilities

1. Educational Program Delivery & Innovation

- Oversee the design, efficient implementation, and expansion of impactful educational programs both in the Philippines and in the US. The Off the Streets-Off to School Scholarship Program, PIA's signature project that engages hundreds of donors and sponsors of children must be a priority concern, especially in renewing sponsorships in a timely manner.
- Establish clear metrics to track, analyze, and report on student performance and programmatic outcomes.
- Manage and ensure accurate and efficient workflow with Manila sister foundation, Phil-Asia Assistance Foundation Inc.

2. Fundraising & Community Engagement

- Lead all fundraising efforts, targeting education-focused grants, corporate sponsors, and major individual donors.
- Act as the chief advocate and voice for the organization within the Filipino community and local media by attending events and partnering with donors and key community members. Also act

as a spokesperson in PIA's representation with other US charitable groups like United Way, and other various state, federal and Philippine agencies.

- Oversee fundraising events by planning, adding and executing strategic vision with Board approval and oversight.
 - Identifying and adding events with the purpose of increasing PIA visibility in the community, thanking donors or increasing donations.
- Reach out to potential donor and volunteer groups like community and civic associations, student groups, corporate employee affinity groups, etc,

3. Operational and Marketing

- Manage day-to-day activities including payment processing, data entry, accounting and other process flows.
- Work to develop and enhance future technical and operational capabilities with 3rd party vendor and partners in the Philippines to support a better sponsor experience and improve operations.
- Update and maintain PIA website including content management and online payment processing.
- Market and promote PIA's story through social media, the internet, and other media channels.
 - Produce quarterly newsletter or communication missives to inform donors, supporters and larger community of latest news, updates, stories on PIA, its donors and the children.
 - Create thank you and/or acknowledgement communications (physical or digital) for customer touch points.
- Coordinate work to send out year-end tax letters to Donors before January 20 deadline. Work with accountant to file timely tax returns.
- Ensure all programming and administrative activities comply with local, state, and federal education guidelines and grant requirements both in the Philippines and in the US.

4. Financial Stewardship & Board Governance

- Collaborate with the Board of Directors to maintain a healthy, sustainable annual operating budget.
- Provide the board with transparent, timely financial statements and programmatic impact reports.
- Lead quarterly Board meetings, with at least one being in person and other social events.
- Support board recruitment efforts to diversify expertise and strengthen community ties.
- Meet with individual Board members to determine their individual donor-giving and their help in reaching out to broader communities.

Qualifications & Skills Required

- **Experience:** 3+ years of leadership experience preferred.

- **Fundraising:** Demonstrated success in securing and growing educational grants, foundation funding, or individual donations programs.
- **Compliance Knowledge:** Familiarity with 501(c)(3) regulations. Familiarity with US non-profit associations with related goals and mission that can be instrumental in aiding PIA.
- **Communication:** Must be well spoken and comfortable speaking to small and large audiences.
- **Mission Alignment:** A fierce passion for Filipino and Filipino American issues, specifically involving underprivileged youth and educational needs.
- **Travel:** Ability to travel to the Philippines to visit various projects at least 1x-2x per year. Possibility of travelling to other cities and states to increase PIA's donor base.

Preferred

- **Network:** Established relationships within Filipino and Filipino American community.
- **Languages:** English and Tagalog.
- **Software:** Quickbooks Pro, MS Office, Stripe, Zeffy, Give Lively.