



Executive Director Job Description

Job title: Executive Director

Reports to: President and Indian American Impact Board of Directors

Location: Remote. Philadelphia, Washington D.C., or New York preferred

Travel Requirements: Frequent

About Impact

Indian American Impact ("Impact") is a national 501(c)(4) civic and political organization that elevates the voices of Indian Americans and South Asians to ensure that every level of government in our country reflects the diversity and values of the people served. We envision an inclusive, multi-racial democracy where historically excluded communities are represented, empowered, and engaged in the pursuit of equity and justice.

Position Summary:

Indian American Impact is currently recruiting for an experienced political leader to serve as its Executive Director. Reporting to the President, the Executive Director will lead all areas of Impact operations and manage the scaling and growth of three sister organizations: Indian American Impact (501)(c)(4), Indian American Impact Project (501)(c)(3); and The IMPACT Fund (PAC). The Executive Director will be responsible for overseeing regional growth, fundraising, outreach, and communications.

Duties and Responsibilities:

Leadership, Management, and Strategic Planning

- Manage day-to-day operations of Indian American Impact, including supervision of staff in each department including political, communications, advocacy, finance, compliance, digital, and events;
- Lead, coach, develop, and retain high-performance team in order to achieve organization goals; includes regularly 1:1 meeting with all direct reports, of approximately ten current staff
- Manage organizational finances and prepare monthly operational reports & quarterly financial reports for BOD in collaboration with Operations Manager and external accountants
- Work with President to develop and execute on a 2-cycle strategy to lead Impact through continued growth in 2024 & 2026



Development and Fundraising

- Work with President and finance staff to build, strengthen, and develop a diverse pool of four to five-figure donors to support Impact in at least 5 key regions throughout the country
- Engage in regular “call time” for donor prospecting and cultivation
- Oversee a successful small-dollar list acquisition, email, and text, fundraising program and oversee related consultants
- Work with President on establishing regular briefings and programming for organization’s donors and political stakeholders
- Oversee finance team foundation grant reporting and attend monthly check-ins with program officers.
- Work with senior team to plan & execute annual Summit & Gala with goal of raising seven figures from a diversified range of supporters

Political and Endorsements

- Oversee day-to-day work of Impact’s political department pursuing key metrics to recruit, train, support, and elect South Asian American candidates and elected officials at all levels of government
- Work with political team to build out Impact’s chapter and regional growth strategy to increase civic engagement among candidates, donors, and voters in key states around the country
- Oversee further formalization of endorsement process and ensure timelines are met for key elections across the country
- Build strong relationships with key allies, including national and state-based groups to build coalition support for Impact candidates

Communications & Digital

- Oversee Impact’s advocacy and communications departments in efforts to mobilize the community behind issue priorities;
- Provide timely edits and approval for regular external communications including press releases, mass emails, and social media in collaboration with communications staff.
- Work with President to prepare monthly and quarterly updates on Impact’s progress to BOD and key stakeholders

Policy Advocacy & Coalitions

- Develop and execute strategy for broad based Impact membership within the Indian American and South Asian communities nationwide based on community policy and political priorities.
- Work with Policy Director to establish policy-based endorsement metrics and federal and state-based issue briefings
- Oversee consistent programming of Impact forums, events, and briefings on happenings relevant to the community

Other Responsibilities

- Travel nationally as needed for trainings, meetings, and events, as needed



Ideal Qualifications:

The Executive Director will be a seasoned career professional with at least 10 years of experience in politics, campaigns, and/or nonprofit management. Experience with fundraising and managing seven-figure budgets is also ideal. Other desired attributes, competencies, and skills include:

- A track record of providing visionary leadership and effective management
- Significant experience managing successful staff teams
- Demonstrated skill and passion for building political power in the Indian American community;
- 10+ years experience preferred in political, advocacy, and/or government, including senior roles in campaigns or political organizations;
- Strong familiarity with federal and state campaign finance laws, and with the legal restrictions that apply to 501(c)(3) and (c)(4) organizations;
- Extensive experience with Indian American political or civic engagement, ideally including working relationships with Indian American donors, community leaders, candidates, and elected officials;
- Significant experience in fundraising at all levels
- Demonstrated ability to manage, grow, and lead an organization through a period of major change;
- Strong attention to detail and experience managing budgets and finances.

Culture and Compensation:

At Impact, we believe that one of the best ways to invest in our mission is to invest in our team. We offer competitive salaries and a benefits package that includes full healthcare and dental coverage, 401(k) with 6% employer match, unlimited paid time off plus national holidays, 12 weeks paid family leave, and a professional development stipend. The Executive Director will be employed as a full-time position with a generous benefits package and a minimum hiring base salary of \$140,000 commensurate with experience.

How to Apply:

Apply online at : <https://iaimpact.org/careers/>. *Impact is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, or veteran's status.*