



APIAHF

ASIAN & PACIFIC ISLANDER
AMERICAN HEALTH FORUM

LEADERSHIP PROFILE

Chief Operating Officer

San Francisco, CA

“APIAHF influences policy, mobilizes communities, and strengthens programs and organizations to improve the health of Asian Americans & Native Hawaiians/Pacific Islanders.”

– *Asian & Pacific Islander American Health Forum mission statement*

The Opportunity

The Asian Pacific Islander American Health Forum (APIAHF) has experienced explosive growth in the last two years. It is a time of exciting impact and possibility. APIAHF is the oldest and largest health advocacy organization in the nation dedicated to improving the health and well-being of more than 20 million Asian Americans and Native Hawaiian/Pacific Islanders living in the United States and its jurisdictions.

Juliet K. Choi, J.D., was named president and CEO in the fall of 2020, the fourth CEO in the organization's 36-year history. Under her leadership, APIAHF has rapidly scaled, tripling its budget from \$4.8 million to \$15 million and increasing its partners from 90 to over 150. APIAHF is also the CDC's primary partner for COVID vaccine information for the Asian American (AA), Native Hawaiian Pacific Island (NHPI) communities.

APIAHF accomplishes its work by influencing and shaping policy at a national and local level, mobilizing communities for change, and strengthening local organizations to be impactful advocates in their communities. It is both a leader and a convenor.

The U.S. Asian population is the fast-growing racial or ethnic group, projected to reach 46 million by 2060. With a new chapter of racial reckoning in the United States and the need to counter anti-Asian hate, APIAHF is prime to continue its rapid growth and impact. The organization seeks an experienced leader to serve as Chief Operating Officer (COO) to accomplish this. The COO will be a crucial partner to the CEO and senior executive team.

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An experienced leader with strong financial skills, the COO will design and implement plans and systems to articulate and measure the organization’s annual and long-term goals and achievements.

The Mandate

The COO has an exciting mandate to rebuild the infrastructure and bring operational excellence to APIAHF to support its continued growth. The COO will be a strategic partner to the CEO and Senior Executive Team. The COO will:

- **Provide Vision and Leadership**

The COO will be a thought partner to the CEO and Senior Executive Team to reimagine, develop and implement an operational and financial plan in support of the organization’s strategic direction.

- **Scale the Organization in a Sustainable Fashion**

An experienced leader with strong financial skills, the COO will design and implement plans and systems to articulate and measure the organization’s annual and long-term goals and achievements.

- **Drive Operational Integrity**

The COO will update the design and operation of the critical functions that permit the organization to achieve its mission, including finance, human resources, information technology, physical and cyber security, legal and compliance, and office operations.

As the primary liaison to the Finance and Audit Committees of the Board of Directors, the COO will ensure sound financial forecasting, accountability, and sound legal and compliance management.

The COO will also ensure that all key support services operate effectively and efficiently.

- **Champion the Team**

The COO will build knowledge and depth with the operational teams to create a continuous learning and process improvement culture. The COO will

build knowledge and depth with the operational teams and a continuous learning and process improvement culture. This includes a focus on strong human resource management to include:

- Recruit and retain top talent, build, and lead cohesive and effective teams.
- Support the execution of the organization's diversity, equity, and inclusion strategy.
- Connect front-line and functional support teams to the organization's overarching mission, enabling colleagues to see how their work enables high-impact programmatic work in the nation.
- Coach, motivate, and ensure professional growth and development of finance, human resources, and administrative staff.

The Candidate

The ideal candidate will bring experience building and leading a growth-oriented organization. The COO will be committed to the mission of APIAHF and excited by the mandate to scale and grow the organization for even greater impact. The ideal candidate will have the following traits.

Professional experience:

- Significant senior executive-level experience managing the financial and human resources required to successfully drive a mission-driven non-profit's operations.
- Familiarity with federal grant oversight.
- Demonstrated tangible accomplishments across some combination of the following:
 - Designing, implementing, and evaluating annual and long-term operational plans and budgets for an organization that operates in multiples locations.



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The COO will focus on strong human resource management to support the execution of the organization's diversity, equity, and inclusion strategy.

- Identifying, prioritizing, and addressing complex legal, compliance, and security issues for a high-profile advocacy organization.
- Developing and overseeing a talent management plan to recruit, retain, and develop a mission-driven team.
- Resolving operational challenges inherent in a leanly operated environment.
- Adapting to different audiences and cultures, and nurturing equity and inclusion.

Personal assets:

- Deeply rooted financial skills and administrative expertise.
- Excellent written and verbal communication, and presentation skills.
- Sound judgment as both a thought-partner and hands-on decision-maker.
- Integrity and commitment to financial transparency and accountability.
- Ability to maintain a diplomatic and effective approach even when dealing with multi-party stakeholder and urgent situations.
- Sophisticated level of business and operational acumen; excellent problem-solving and analytic skills, resourcefulness in setting priorities and guiding investment in people and systems.

The Organization

APIAHF believes that all persons have the right to be healthy, the right to live in a thriving community, and the right to quality, affordable, and accessible health care. It envisions a world where all people share responsibility and take action to ensure healthy and vibrant communities for current and future generations.



Photo by Clarissa Villondo / Karim Villondo Photography for APIAHF Health Equity Awards

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The ideal candidate will have sound judgment as both a thought-partner and hands-on decision-maker.

Its work is both national and local. At the national level APIAHF works to influence policy, leveraging its 36-year history and the CEO's strong connections within the Administration. It works at the local level with community partners to build, strengthen and increase advocacy. APIAHF provides policy and political analysis, research and data support, and effective communication strategies. It also provides grants, training, technical assistance, and consulting. These resources are key to ensuring communities can mobilize and strengthen their coalitions and organizational structures.

APIAHF has three primary focus areas:

Influencing and Shaping Policies that Impact AA and NHPI Communities

APIAHF works with partners from local communities to influence local, state and federal-level public policy. Its presence and partnerships in Washington, DC allow it to shape federal policies that impact AA and NHPI communities across the nation by expanding access, improving quality, and advancing health equity.

Mobilizing Communities Across the Nation for Change

APIAHF engages community leaders across the country, including community public health organizations and social justice advocates, on national and state issues to address health challenges in their backyard, rally against harmful policies, organize around healthy practices, and call on policymakers to improve the health of its communities.

Strengthening Programs and Organizations

APIAHF strengthens local and regional community organizations by providing the tools, skills, training, technical assistance, and organizational capacity building needed to empower them to be stronger advocates in their communities.



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While the staff has a “virtual from anywhere” work policy, it will open a new location in San Francisco in the spring.

The organization has a staff of 25, with nearly two-thirds of the staff located in Oakland. While the staff has a “virtual from anywhere” work policy, it will open a new location in San Francisco in the spring. The intent is to use the space for in-person meetings and convenings.

The Relationships

The Chief Operating Officer reports to:	President and Chief Executive Officer
Manages:	<ul style="list-style-type: none"> • Interim Chief Financial Officer • Managing Director, Finance & Administration • Senior Associate, Information & Technology • Senior Associate, Human Relations • Senior Associate, Accounting

The Location

The policy work is led from Washington, D.C., where the CEO resides. Ideally, the COO will work in California.

For potential consideration or to suggest a prospect, please email

APIAHF@BoardWalkConsulting.com

or call **Cynthia Moreland, Crystal Stephens, or Michelle Hall** at 404-262-7392.