



JOB ANNOUNCEMENT

Job Title: Director – Asian Pacific Islander Small Business Program
Salary and Benefits: \$75,000-95,000 DOE; full benefits package includes health, dental, vision, 12 paid holidays, generous vacation and sick leave, 403.B retirement program with employer match.
Hours: Full-time
Start Date: March 2010 **Application Deadline: January 7, 2010, 5pm**
Background:

Asian Pacific Islander Small Business Program (API SBP) is a collaboration of five Asian Pacific Islander community organizations. It provides individual and group assistance to mostly lower income Asian immigrant entrepreneurs in central Los Angeles. API SBP is a 501.c.3 organization whose Board of Directors is the Executive Directors of the five partner organizations. (Chinatown Service Center, Koreatown Youth and Community Center, Little Tokyo Service Center (LTSC), Search to Involve Pilipino Americans, and Thai Community Development Center. API SBP has provided these business services since 1999. LTSC is the fiscal agent for the program and legally, the Director’s employer. LTSC is a non-profit developer of affordable housing and other economic development projects, social service provider, and administrative agent for a number of other programs in Little Tokyo and other communities.

API SBP is funded in part by the Small Business Administration as a Women’s Business Center, and is supported by a range of private foundations and corporate donations.

Summary of Duties:

The Director is responsible for overall management and vision the growth of the Asian Pacific Islander Small Business Program (API SBP). API SBP is a collaborative program in which principally Asian Pacific Islander small and micro businesses receive technical assistance to open, stabilize and expand their small and micro businesses, apply for financing, and create jobs. Such services are carried out through collaborating partner agencies, in a language and culturally appropriate fashion. A major responsibility of the Director is government and private fund development for the \$500-700,000 program. The Director is responsible for program development/evaluation, fiscal management, managing program personnel, managing partner agencies’ activities and overseeing their performance, maintaining linkages with the SBA and other funders. This includes monthly, quarterly and annual reports as required and direct personal relationships with the funders. The Director also oversees the annual Asian Small Business Expo. The Director also works as part of the field of micro business organizations locally, statewide and nationally that deliver similar services, cooperating in the delivery of services, legislative, policy and program advocacy as appropriate.

Qualifications and Experience:

Candidates for the position should have the following qualifications:

- Demonstrated project management.
- Demonstrated fund raising skills.
- 5 years experience in community economic development, small business assistance programs and/or equivalent private/public/non-profit sector senior level management experience.



- Demonstrated ability in business planning, financial analysis, and/or operations management.
- Strong communications skills (verbal, writing, and presentation).
- Public/Community relations skills.
- Demonstrated ability to manage personnel, particularly a culturally and ethnically diverse staff.
- Knowledge of API communities of Los Angeles.
- Knowledge of grant funding environment.
- Graduate degree in Business Administration, Urban Planning, or related field preferred.
- A keen sense of humor and impeccable ethics.

How to Apply:

Interested applicants should submit a resume and cover letter including 3 references to Cooke Sunoo, Director, at the address below or csunoo@ltsc.org. Applications will be accepted until January 7, 2010, 5pm.