

Asian Community and Cultural Center: Executive Director's Job Description and Solicitation.

The Asian Community and Cultural Center of Lincoln, Nebraska is now accepting applications for the Executive Director's position. The Executive Director must be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

Overall responsibility for fund (gift and grant) development, personnel management and event planning. Must actively cultivate relationships and opportunities with a broad spectrum of corporations, foundations, government, and individual funders.

QUALIFICATIONS:

1. A minimum of four years of post secondary education with a Bachelor's degree.
2. Five years progressive experience, with a minimum of 2 years experience, in non-profit program management, contract administration and employee supervision or in social service, cultural advocacy or a related field.
3. Experience working with Asian and multicultural communities preferred.
4. Excellent verbal and written communication and computer skills.
5. Must have prior experience in budgetary and financial management; experience with grant administration preferred.

SALARY: Negotiable, depending upon experience.

APPLICATION DEADLINE: Please submit applications as soon as possible.

Please submit resumé, a minimum of three professional references with current contact information, and a cover letter including a narrative on your (1) management experience, (2) fundraising experience (private, public, or both) and (3) programs or services to multicultural communities to:

Robert Suarez
President of the Board of Directors
Asian Community and Cultural Center
7930 Hunters Ridge Rd
Lincoln, NE 68516

For inquiries, contact Robert Suarez at:
Tel.: 402-570-5630—Mobile
E-mail: suarezra@yahoo.com

The Asian Community and Cultural Center is an equal employment opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.

Asian Community & Cultural Center's website: <http://www.lincolnasiancenter.org/>