



Position Title: Workforce & Planning Director

Reports to: Co-Executive Director of Programs & Development

Supervises: 3.0 FTE

Employee Classification: Regular, full-time, exempt (salaried)

Hours: 32 hours per week, Monday-Thursday schedule, with occasional weekend & after hours programming needs.

Compensation: \$80,000-\$93,000 annually, DOE

Benefits: 90% employer-paid medical, dental, and vision insurance for employees and their children, 401K plan with employer contribution, subsidized transit pass, work from home stipend, professional development opportunities, generous paid time off & up to 14 paid holidays annually, and flexible family-friendly schedule.

About APANO:

APANO Communities United Fund (CUF) unites Asian and Asian Americans to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians, and communities who share our aspirations and struggles, have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO CUF is a 501(c)(3) organization, and works closely with its affiliate 501(c)(4) organization, APANO Action Fund (AF).

Position Description:

APANO CUF is seeking a motivated and culturally responsive Workforce & Planning Director to support our rapidly growing Community Development Department and goals. This position will lead program design, implementation, and oversight related to workforce and business development opportunities, community health initiatives, and organizational capacity building. The Workforce & Planning Director will also help strengthen resources, enhance awareness and engagement around APANO's programming, and support policy and advocacy efforts that advance APANO's community economic development goals.

The successful candidate will have a range of opportunities to develop skills, knowledge, and confidence in working for social justice. The ideal candidate loves social justice, is movement-oriented, and is excited to work to build a dynamic, queer-friendly, multi-ethnic, community-centered and led, intergenerational organization. They will be results-oriented, responsive and responsible, self-aware, dynamic and a passionate individual who values and practices direct communication with their colleagues and team.

Primary Responsibilities:

Program Oversight

- Lead the design, implementation and management of programs that reflect the strengths, needs and community-centered priorities of the Asian American communities.
- Design initiatives that remove barriers to access and increase representation across priority areas for workforce and business development.



- Identify and pursue funding opportunities aligned with APANO's mission to advance community-centered economic opportunities, economic mobility and community health initiatives
- Cultivate and maintain strategic partnerships with employers, training providers, workforce agencies, and community-based organizations to support shared workforce goals.
- Collaborate with partners to co-design and implement career pathways, training programs, and supportive services that prepare individuals for high-demand careers across multiple sectors.
- Develop and expand programming within APANO that supports workforce goals, ensuring alignment with broader community development strategies.
- Provide direct supervision and leadership to staff, contractors, and volunteers, fostering a collaborative and equity-driven work environment.
- Design culturally-specific community-centered health programming that addresses social determinants of health, including access to healthcare, mental behavioral health resources, food security, housing stability, environmental justice, and culturally competent care. Ensure that programs are linguistically accessible, culturally responsive, and grounded in community-based knowledge and practices.

Distributed Leadership and Supervision

- Work with the Director Team to nurture and sustain a culture of shared decision-making and leadership.
- Collaborate with the Director Team to identify and pursue internal and external collaborations, revenue-sharing, and fundraising opportunities that support program strategy in tandem with other APANO programs.
- Collaborate with the Co-Executive Director of Programs and Development to support the growth and development of APANO's organizational culture.
- Supervise, guide, and support team members, program managers, contractors, volunteers, interns, and collaborators.
- Set individual annual performance goals and provide feedback, support, and accountability towards goals. Support staff professional development and learning.

Program Development

- Lead all administrative aspects of programs, including purchasing, record keeping and accounting.
- Manage grants and contracts, including budget administration, reporting and compliance.
- Identify and pursue funding opportunities to sustain and grow programs.
- Collaborate with the Directors team to shape organization culture, message dissemination, impact strategy, and APANO branding.
- Steward a diverse portfolio of public and private sources of funding, including federal investments, and support in fundraising for new program implementation.
- Monitor the political and social landscape and support APANO's local and state



advocacy campaigns.

The ideal candidate will have most of the following skills and experience:

Required Qualifications:

- Minimum five (5) years of project management, nonprofit, and/or community organizing experience.
- At least three (3) years of supervision/leadership experience.
- Ability to work with diverse communities, organizations and public agencies.
- High school diploma or GED required.
- High level of emotional intelligence and demonstrated ability to navigate team members through challenges.
- Ability to identify, set priorities, develop work plans, and move teams of staff and volunteers in line with established goals and strategic direction.
- Have a solid understanding of the issues involved in organizing for justice, and a strong commitment to meeting the particular challenges facing communities experiencing oppression.
- Commitment to racial justice, advocacy, and community development work.
- Understanding the principles of development without displacement and anti-gentrification strategies.
- Ability to explain technical terms and ideas to diverse audiences.
- A commitment to APANO's mission, vision, and values and to helping build a healthy workplace culture
- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGBTQIA individuals, and other historically marginalized communities
- Highly organized, serious attention to detail and adherence to deadlines.
- Ability to adapt quickly, to learn on the fly, and to write in a variety of formats.
- Excellent team player who is also capable of self-direction.
- Ability to successfully pass a background check

Preferred, but not required:

- Bachelor's degree in Community Development, Social Work, Business Administration, or related field preferred.
- Ability to speak an Asian language, fluently
- Excellent writing and editing skills.
- Extensive knowledge of Asian and Asian Americans communities and current issues faced by community members.

Travel Required

In-state travel is required for this position. Must possess a valid driver license, reliable transportation and provide proof of insurance if using their own vehicle, or if renting, must be insurable. Must be able



to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per APANO policy.

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled, with priority given to applicants who apply by **June 21, 2026**. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject “**Workforce & Planning Director**”.

Complete applications include:

- Cover letter (1-page max) clearly outlining your interest in APANO, this position, and the specific skills and knowledge that you would bring to the job
- A resume (2-page max) with relevant experience, work history, education, and accomplishments
- *[If advanced to finalist stage]* three (3) references, with contact information, and your relationship to the reference

APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQIA2+, people with lived experience of economic injustices, and other underrepresented groups, including diverse Asian and Asian American communities, both within the organization and the broader racial justice movement in Oregon and BIPOC communities. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.