

30 Years After is Hiring! Details are below.

For further information, please email [info@30yearsafter.org](mailto:info@30yearsafter.org)

Subject line: "Executive Director."

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#### EXECUTIVE DIRECTOR

30 YEARS AFTER is seeking an Executive Director to coordinate the organization's events and programs, to manage the organization's active Regional Council and numerous volunteers, to oversee media and community outreach, and to develop and execute a strategic development plan. This position reports to the Executive Committee of 30 Years After. This position will be the organization's first paid staff position.

#### Responsibilities:

- Strategic Development and Programmatic Implementation: Develops long-term strategic plan for the growth of 30YA as a grassroots civic action organization;

works with 30YA's Regional Council to execute meetings, events, workshops, programs, lectures, conferences, rallies and missions, which advance the long-term strategic plan.

- Community Outreach: Serves as public face of 30YA and advocate for 30YA's public agenda; identifies and pursues opportunities for collaboration with community organizations and leaders in the Jewish, Iranian-Jewish, and political communities.

- Lay Leader and Volunteer Coordinator: Manages the time, priorities, and energy of 30YA's lay leadership; recruits and coordinates new volunteers to become involved with 30Y A.

- Administrator: Coordinates all administrative responsibilities of 30YA, including clerical, financial, and legal; oversees various chapters and divisions of 30YA.

- Fundraising: Develops and implements a comprehensive financial and fundraising plan to fund the work of 30YA, by organizing fundraisers, expanding 30YA's membership and donor base, and applying for grants.

- Oversee Media and Marketing: Develops a comprehensive media and public relations strategy to maximize the impact of 30YA's work and works with 30YA's Regional Council to implement the strategy; serves as 30YA's spokesperson with local and national media; develops local communications strategy, including coordinating op-eds, blogs and other published articles from 30YA members; coordinates 30YA's marketing team in updating the organization's website and circulating timely and effective web- marketing materials, including emails and Facebook messages.

- Conference Coordination: Manage and oversee 30YA's 2nd Biennial Civic Action Conference on October 10, 2010.

- Other duties to advance 30 YEARS AFTER's mission may be assigned.

#### Position Requirements:

- Experience of at least 2-3 years of demonstrated success in non-profit management, political advocacy and/or community organizing;

- Minimum of Bachelor's degree required; non-profit management graduate degree, formal leadership training, legal training and/or public policy degree a plus;

- Strong knowledge of the Los Angeles political and communal landscapes and of the Iranian-American community;

- High level written and verbal communication skills, including public speaking experience;
- Strong understanding of Middle East history and current political situation in Israel and Iran;
- Ability to relate to and inspire people in a variety of age groups and diverse communities, as well as to build and maintain strong personal one-on-one and institutional relationships;
- Ability to connect with and inspire young professionals in the Iranian-American Jewish community;
- Demonstrated success at keeping multiple projects organized; good short- and long-term planning skills; strong administrative and time-management skills;
- Computer literacy required (Word, Excel);
- Car, valid driver's license, proof of insurance and willingness to travel in the region; and • Flexible schedule; ability and willingness to work some nights and weekends.

Application Procedure:

Please email a resume and cover letter (in Word), outlining how your skills and experience meet the qualifications of the position. Please email [info@30yearsafter.org](mailto:info@30yearsafter.org), subject line: "Executive Director."

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Applications will be reviewed on a rolling basis. Interviews begin in July 2010. 30 YEARS AFTER is an equal opportunity employer. The position is initially for a six-month period. Compensation will be commensurate with experience. Ideal start date: August 1, 2010.