



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Boston, MA 02108

aapicommission.org

Executive Director

Agency: Massachusetts Asian American and Pacific Islander Commission (AAPIC)
Location: Boston, Massachusetts (Hybrid, minimum one in-person workday per week)

Employment Type: Full-Time. Successful candidates will be provided a 3-year contract.

Probationary period: This position includes a 6-month probation period.

Salary Range: \$110,000 – \$120,000 annually, commensurate with qualifications and experience.

Application period: **February 25 through March 27.** Applications will be reviewed following the closing date.

About the Asian American and Pacific Islanders Commission (AAPIC)

The Asian American and Pacific Islanders Commission (AAPIC) works with the Governor and Lt. Governor's Office, the Legislature, and state agencies on issues affecting AAPI communities across Massachusetts. Through listening sessions, public engagement, and community partnerships, AAPIC works to elevate community voice and promote equitable access to state services and opportunities.

Position Overview

The Executive Director serves as the Commission's chief administrative and strategic officer and is responsible for implementing Commission priorities, overseeing operations, ensuring fiscal stewardship, and maintaining compliance with Commonwealth requirements. The Executive Director reports directly to the Chair of the AAPIC and supports its statutory mission to advance the well-being of AAPI communities across the state.

This role requires a community-informed leader with demonstrated knowledge of Asian American and Pacific Islanders communities and lived experience that supports culturally responsive public service.

Duties and Responsibilities

- Implement Commission priorities and strategic initiatives in coordination with Commissioners
- Coordinate Commission meetings and onboarding processes in compliance with Open Meeting Law and public records requirements
- Supervise staff and administrative functions to support efficient operations
- Maintain official records and required reporting, including overseeing the preparation of the annual report
- Manage state and nonprofit budgets and ensure sound financial practices
- Collaborate with relevant public agencies regarding appropriations and fiscal planning
- Serve as a public representative of the Commission and support community engagement efforts



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- Develop and maintain partnerships with stakeholders, community organizations, and government agencies
- Support programming and public events that promote Commission visibility and outreach
- Perform related duties as assigned by the Commission

Minimum Entrance Requirements

- Bachelor's degree in public administration, nonprofit management, public policy, social sciences, or a related field; advanced degree preferred
- At least five years of progressively responsible leadership experience in nonprofit, governmental, or community-based organizations
- Demonstrated knowledge of Asian American and Pacific Islander communities and culturally responsive engagement practices
- Strong organizational, communication, and interpersonal skills
- Familiarity with Massachusetts public sector processes and compliance standards
- Ability to manage multiple priorities and work occasional evenings or weekends
- Must be based in Massachusetts and able to travel periodically within the Commonwealth

Preferred Qualifications

- Experience supporting state boards or commissions
- Knowledge of Open Meeting Law and public records compliance
- Demonstrated success in community engagement and cross-sector collaboration
- Multilingual skills relevant to Massachusetts AAPI communities

Compensation and Benefits

This position is eligible for Commonwealth of Massachusetts employee benefits, including vacation leave, sick leave, personal leave, paid holidays, and participation in retirement and insurance programs, in accordance with applicable policies and agreements.

Application Instructions

Interested applicants must submit a cover letter and resume with the subject line "Executive Director" to: careers@aapicommission.org

The Commonwealth of Massachusetts is an Equal Opportunity Employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



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