

POSITION PROFILE

On behalf of our client



FSR is conducting a retained search for their

Program Manager

for

Headquarters

1329 18th Street NW

Washington, DC 20036

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ORGANIZATIONAL BACKGROUND



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About USPAACC

USPAACC is the oldest and largest organization representing Asian American and Asian American-related groups in business, sciences, the arts, sports, education, public and community services. Located in the heart of the United States capital in Washington, DC, they are considered a thought leader with a 30-year track record in business matchmaking accomplishments, strong partnerships with corporations, government, and Asian American businesses, USPAACC is poised to raise the bar to yet another level.

Susan Allen founded the US Pan Asian American Chamber of Education Foundation (USPAACC) in 1984 with a group of business and civic leaders in Washington, DC and California, to bring the diverse Pan Asian American business and professional people together as one unified voice in business, commerce and trade. In 2001, Susan won two Federal cases for her clients, took a sabbatical leave from her law practice, volunteered for USPAACC as its National President & CEO, and took USPAACC to a new level. She did not return to practice law and remained full time National President & CEO. The headquarters is located at 1329 18th Street, NW Washington, DC 20036. There are five regional chapter locations nationwide.

The Mission of USPAACC

Our mission is to be the gateway to corporate and government contracts, Asian American (includes East, South and Southeast Asian and Pacific Islander) suppliers, information about Asian Americans and the Asia and Indian Subcontinent markets

- Promote and propel economic growth
- Support contract relationships
- Advocate for Asian Americans & Minorities
- Invest in the Future
- Embrace Diversity
- Represent a very diverse ethnic group

Vision Statement

The vision of USPAACC is to be recognized as the premier educational, training and networking organization that connects business to business to government, and that opens doors to contract, professional and educational opportunities to Asian Americans and their partners in Fortune corporations, government, nonprofit organizations and the small and minority business community.

Programs USPAACC offers are:

- CelebrAsian Procurement Conference
 - One-on-One Business Matchmaking
 - Meet the Disrupters: How They Transform Industry
 - Under 40 Millionaire Entrepreneurs: Agents of Change
 - Fast 100 Asian American Businesses
 - What's Your Pitch: Innovations Meet the Market
 - Doing Business with Corporations in Construction and Manufacturing Sectors
 - Doing Business with the Federal Government under the New Administration
 - CPO Forum
 - CTO/CIO Forum
 - College Scholarships
- Procurement Connections & Contracts
- Certification
- Fast 50/100 Asian American Businesses
- Microgrants
- Business Leadership Series
- Business Express
- Legislative Briefings and Advocacy



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- Asian Business Leadership Awards
- Chamber Training Institute
- Corporate MBE Fellowship
- Asia Trade Mission

USPAACC Members

After many years of building relationships and alliances between our member Asian American and minority suppliers and our contracting member organizations, our synergy has and continues to generate many win-win supplier diversity success stories we are all very proud of. Our enthusiasm to join together to build one unified business voice for the Asian American and minority community has resulted in abundant successes for both the contractors and the contracting organization.

- Corporate Members
- Government Partners
- Non-Profit Members
- Asian & Minority Members



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THE POSITION

Purpose of the Program Manager Position

Reporting to the National President & CEO of USPAACC, the **Program Manager (PM)**, develop and implement programs to ensure fulfillment of the USPAACC stated mission, philosophy, goals, and objectives on an on-going basis. Help to maintain relationship with major corporate members and supporters by working closely with the Corporate Development Manager (CDM). Help to maintain relationship with government officials, non-profits, and Asian American businesses (AAB) in consultation with the National President, AAB Department, and Communications Department. Manage Program Department staff, manage calendar.

Scope

- Work with Corporate Development Manager (CDM) and AAB Department to develop, build, and implement programs to provide optimal business, professional and educational opportunities for corporations and government agencies who buy from, market to, and socialize with Asian American and other minority businesses, to help them to achieve business goals.
- Prepare budget and income & expense reports for each program; inform Corporate Development and AAB Departments of the budgeted and final cost of each program and where the budget is insufficient, so they know the need to raise additional funds.
- Identify, develop and implement ways to improve access, by Asian American businesses, to business opportunities in corporations, government agencies and large non-profits, by serving as a hub:
 - 1) for information from the Corporate Development Department about the needs and preferences of corporations, government and large non-profits;
 - 2) information from the AAB Department about the pain points of small business members; and then
 - 3) connect the dots, and communicate with the Corporate Development and AAB Departments, so they understand the needs of the clients of each department.
- Develop and Implement:
 - Annual National Procurement Conference:
 - Work with event planning contractor to ensure proper program implementation
 - Develop innovative programs to promote and meet both Corporate and Asian American members' expectations and needs.
 - Organize multiple national conference committees.
 - Identify and acquire conference speakers in consultation with the National President, and the Corporate Development and AAB Departments.
 - Manage conference preparation timeline and budget.
 - Prioritize workflow within a timeline.
 - Assist in delivering conference sponsor benefits fulfillment for Corporate members and Government partners
 - Business Express: ReadySetGrow
 - College Internship Program (Communications, Legislations/ Government Relations, Program, and Administration Internships)
 - Corporate MBE Fellowship Program
 - Business Leadership Series Webinar
 - Microgrant
 - CEO Academy
 - Hallmark College Scholarship Program
 - Chamber Training Institute
 - Member benefits fulfillment
 - RFP (coordination between Corporate Development and AAB Departments on request for AAB referral from Corporations)



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- Work with other departments in updating USPAACC main website and Conference website.
- Manage vendors.
- Coordinate with Communications Department to create message for different outlets.
- Chapter Relations: Support the CEO in chapter relations management with clear and timely communications about national and regional events; collect chapter membership list, event registration list, financial statements; and release timely corporate regional membership fees to chapters.
- Coordinate, implement and follow through on all account contract agreements.
- Work with CDM and AAB Departments to obtain participation and sponsorship by corporation, government and AABs at national conference, regional events and other events such as Business Express and BLS (Business Leaders Series webinar), etc.
- Represent organization when appropriate at meetings and events of corporations, government agencies, and non-profit organizations.

Qualifications

- Experience in project & program management, specifically, in event planning.
- Ability to prioritize assignments, organize and implement multiple programs simultaneously.
- “Can-do” and “extra-mile” attitude but realistic in your ability to perform and not afraid to ask for help from the team (colleagues)
- B2B Sales & Marketing experience preferred.
- Exceptional organization and interpersonal skills; ability to communicate expectations with multiple stakeholders.
- Attention to details.
- Analytical, creative and willingness to take initiative to identify activities, events that appeal to members interests and attract new members and supporters.
- Demonstrated experience to work collaboratively and cooperatively with internal team to accomplish specific goals within a timeline
- Strong computer skills with familiarity with Microsoft Office (Excel, Outlook, Word, PowerPoint), event registration platform, virtual participation platform (such as GoToMeetings) and database systems.
- Experience with Adobe Illustrator, Canva, or similar tool is a plus.
- Ability to work and get along in multi – cultural environment
- Not-for-profit organization experience will be a plus.

THE IDEAL CANDIDATE

The ideal candidate is a results-oriented, seasoned professional with a strong bias for action, a can-do attitude, and a focus on specific, ambitious goals. She/he will preferably have a Bachelors degree combined with two or more years of successful planning management in a non-profit environment. A successful candidate will have experience in both project management and program management, as well as event planning knowledge and/or experience.

The individual must be a creative and strategic thinker with a strong desire to effectively collaborate with, and influence, diverse audiences at various different organizations and corporations. It is important to have exceptional and effective communication skills, both written and oral, to work with varying levels of internal and external audiences. Critical to the individual’s success will be the ability to develop rapport and credibility across the organization, and various clients nationwide. The individual must have the interest and desire to work with the Asian American population. Previous experience working within the Asian community is a plus.

Desired Traits and Attributes of the Program Manager

- Must serve as a role model for staff as well as participating in corporate events, professional organizations and public appearances.
- Be a high-performing self-starter.



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- A team player who is self-aware with excellent oral and written communications skills.
- Have integrity, and good judgement.
- Ability to create an environment that encourages personal and professional staff development.
- Must be solutions and results-oriented.
- Excellent communication style with good listening skills.
- Sophisticated and sensitive in handling corporate relationships because (1). Many corporations have existing relationship with National President and CEO and, (2) many corporations have existing relationships with existing USPAACC chapters.
- Enjoy each layer of planning an event.
- Cross-cultural sensitivity and fluency.

Experience Requirements

- Experience in project management, specifically, in event planning.
- Sales & Marketing experience preferred.
- Exceptional organization, communication and interpersonal skills.
- Attention to details.
- Creative and willingness to take initiative to identify activities, events that appeal to members interests and attract new members and supporters.
- Demonstrated experience to work collaboratively and cooperatively with internal team to accomplish specific goals within a timeline.

Location

Washington, DC

Located on the Potomac River bordering both Maryland and Virginia, Washington DC is the U.S. capital. It's defined by imposing neoclassical monuments and buildings – including the iconic ones that house the federal government's three branches: the Capitol, White House and Supreme Court. It's home to many iconic museums and performing-arts venues such as the Kennedy Center.



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About FSR

FSR is an award winning retained search and workforce solutions consulting management firm that serves clients nationwide to create the best cultural fit to meet our clients' hiring initiatives.

FSR uses uncompromising quality standards and methodologies to identify exceptional candidates, and provides a holistic picture so our clients can determine if the fit is right for their culture. This is carefully combined with the utmost respect for our candidates' optimal career planning and family requirements. We enjoy our work and we take our responsibilities to clients and candidates very seriously.

We take the time to understand the mission, vision, values and culture of our clients first to ensure the best fit for the organization and the candidate. We are committed to building long-term relationships with our clients so we can continue meeting their needs as they expand and grow over time.

FSR's consultants are well trained and our leadership has great familiarity in the industry we are doing the search. It is our practice to have a designated consultant for each of our clients to develop a deeper relationship so that they can provide great senior level candidates and insightful consultation information about the market.

To learn more about this position or to submit your resume, contact Melissa Shoemaker (contact information can be found on the cover page). All inquiries will remain confidential.



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