



Job Announcement

## **EXECUTIVE DIRECTOR CHINESE HISTORICAL SOCIETY OF AMERICA**

Full-time, exempt. Reports to Board of Directors.

### **SUMMARY**

Based in San Francisco and founded 55 years ago, the Chinese Historical Society of America (CHSA) promotes the contributions and legacy of the Chinese in America through its research, exhibitions, collections, publication, and educational and public programs in its museum and learning center. Over the past year, the Board of Directors has set a new path to unite with community organizations, speak out on social justice issues, support projects that highlight the achievements of Chinese Americans, and embark upon a course to build a wider local and national presence.

Overseeing staff members (currently six in number), CHSA's Executive Director is responsible for the development, execution, and management of the policies, programs, and initiatives of the organization. For this position, fundraising, business, and public relations experience are as essential as a familiarity with and commitment to social justice issues. The ideal candidate will be a strategic and visionary community leader, prepared to rebrand the organization and create programs and opportunities that set the course for the future of CHSA along with professional and social networks that will support those efforts.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Management and Planning**

- In conjunction with the Board of Directors, develop and implement the vision, goals, objectives, policies, and priorities for the organization.
- Oversee the management of all services and activities of the CHSA Museum & Learning Center. Oversee the development, design and installation of exhibits. Act as liaison between artists and collectors. Work with guest curators.
- Oversee the hiring, supervision, training and evaluation of staff and consultants.
- Develop the annual work plan for the organization, and support staff in developing individual work plans.
- Develop and implement the organization's strategic plan.
- Recommend and administer policies and procedures for the Board of Directors. Work with the Board President to develop the agenda for Board meetings. Present written and verbal executive reports to the Board. Announce, record and distribute Board meeting minutes.

#### **Finance and Fundraising**

- Prepare and monitor the organization's annual operating budget.
- Oversee and coordinate all fundraising and donor management activities. Identify new resources, initiatives and partnerships to grow the CHSA membership and revenue.

- Responsible for grant writing, solicitation of community/corporate sponsorships, and donor stewardship.
- Develop and maintain close and effective working relationships with the Mayor, public officials, and City directors to support the compliance of CHSA's grants and contractual obligations.
- Develop and nurture professional and social support networks on behalf of CHSA.

#### **Public and Community Relations**

- Promote Chinese American history to the public, along with CHSA's programs, exhibits, and other resources.
- Serve as CHSA's spokesperson, including interaction with the media, community associations, and others.
- Work with board and staff on all branding and publicity.

#### **QUALIFICATIONS**

- Minimum Bachelor's degree in history, education, public administration, business administration or related fields. Advanced degree desirable.
- Minimum of five years in a management position with experience supervising, leading, and developing a team. Non-profit management preferred.
- Demonstrated annual fundraising experience of \$100,000 or more preferred.
- Familiarity with the history of the Chinese in America and ability to articulate San Francisco's unique position as the historic center of Chinese American commerce, culture and entertainment.
- Strong leader with a collaborative work style and an affinity for mentoring.
- Excellent public speaking and written skills.
- Knowledge about the role of technology in creating innovative works that reach multiple demographic groups.
- Highly organized and analytical.

#### **COMPENSATION**

- Annual salary DOE, and with consideration for the applicant's potential to develop new funding sources and streams of revenue.
- Comprehensive employee health and benefit package.

#### **APPLICATION PROCEDURE**

E-mail application packages and inquiries to [EDSearch@chsa.org](mailto:EDSearch@chsa.org). PDF files only. No postal deliveries or phone calls, please. Include in application package:

- Cover letter, stating your interest in and vision for CHSA.
- Resume, highlighting your professional management, fundraising and finance experience. Describe any non-profit board experience.
- Copy of fundraising proposal that led to you successfully securing funds or comparable narrative describing a business development opportunity you pursued with success.