



FANHS National Director Job Posting

\$75,000 to \$90,000 annual contract based on qualifications.

Office is in Seattle with Some Hybrid Work

Reports to FANHS Executive Committee

Open application period until filled

The Filipino American National Historical Society's (FANHS) mission is to gather, document and share Filipino American History with our Trustees and 43 chapters across the nation. "Know History, Know Self" informs our sense of identity, community, and contributions to US society. FANHS beloved founder Executive Director Auntie Dorothy (Dr. Dorothy Laigo Cordova) led FANHS the past 40+ years. As she focuses on deepening FANHS research, we are transitioning to a paid National Director who can sustain and grow FANHS' tremendous legacy. FANHS importance cannot be underscored during these times of dissent towards Ethnic Studies and Critical Race Theory and the banning of books that tell the histories of historically marginalized groups. If you are passionate about Filipino American and ethnic history, growing our organization, this may be the job for you.

2024-2025 Priorities:

- Work with Auntie Dorothy to have an authentic understanding of the FANHS vision, trajectory, programs, and the archives, oral history, and photograph collections of FANHS.
- Co-plan and stabilize operations, and upgrade and grow Archives, Collections, Research, Chapter support in collaboration with Auntie Dorothy and FANHS Committees. Prioritize work with Auntie Dorothy and Archives Committee to organize Archives, collections, other materials, and map out the new space and office needs for January 2025 move and facilities enhancement.
- Stabilize and upgrade financial and membership capacities and systems to sustain FANHS.

National Director Job Responsibilities:

- Collaborate with FANHS Trustees to identify, co-create, and implement strategic and operational plans to accomplish FANHS goals and objectives. Hire and supervise part time contract office manager/volunteer coordinator.
- Identify, recruit, and develop a talented team of volunteers to advise on strategic initiatives and implement programmatic work plans.
- Monitor, stabilize and upgrade FANHS operations and business functions.
- Co-develop organizational culture and promote FANHS values of respect, trust, integrity, truth, and sustainability.

- Co-develop local and national partnerships with FANHS stakeholders, organizations with common interests and functions and supporters.
- Identify and pursue sources of investments (public, private, corporate) and organize fundraising efforts.
- Co-represent FANHS at community, social and corporate events to strengthen the brand, visibility, partnerships, and support for FANHS.

Qualifications: (Two years of education may substitute for one year of experience)

- 1) Research experience with Filipino American and/or people of color historical research or education.
- 2) Two years of Project/program management or running an organization with strong ability to meet deadlines.
- 3) Cross-culturally competent, emotionally intelligent, and strong understanding of anti-oppression work.
- 4) Comfort, flexibility, and resiliency in a fast-paced planned and unplanned environment.
- 5) Excellent communication (written and oral) skills.
- 6) Self-initiator, motivated, creative thinker, and problem solver, and able to work independently and as part of a team.
- 7) Must be able to work in person in Seattle National Office. Hybrid schedule to be negotiated based on office hours.

To Apply: Email a resume and cover letter to NatDirFANHS@gmail.com with “FANHS National Director Application” in the subject line. Demonstrate how you meet and exceed the above qualifications. People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are ***strongly encouraged*** to apply. **The position is open until filled.**