



FANHS National Director Job Posting

Full Time

\$90,000 annual contract based on qualifications.

Office is in Seattle with Some Hybrid Work

Reports to FANHS Executive Committee

Applications Accepted until March 28, 2025

The Filipino American National Historical Society's (FANHS) mission is to gather, document and share Filipino American History with our Trustees, our 44 chapters across the nation, and all parties around the world. "Know History, Know Self" informs our sense of identity, community, and contributions to US society. FANHS' beloved founder and Executive Director Auntie Dorothy (Dr. Dorothy Laigo Cordova) led FANHS the past 40+ years. As she focuses on deepening her research, we are transitioning to a paid National Director who can sustain and grow FANHS' tremendous legacy. FANHS importance cannot be underscored enough 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.

First 3-6 Month Priorities:

- Work with founder and Ex-Officio Executive Director Auntie Dorothy and Trustee Executive Team to have an authentic understanding of the FANHS vision, trajectory, programs, and the archives, oral history, and photograph collections of FANHS.
- Stabilize and upgrade financial and membership capacities and systems to sustain FANHS.
- Engage in strategic planning with FANHS leadership to determine goals, objectives and implementation plans consistent with National Director job responsibilities as listed below.

National Director Job Responsibilities:

- Collaborate with FANHS Trustees to identify, co-create, and implement strategic and operational plans to accomplish FANHS goals and objectives. Fundraise, hire and supervise part time contract office manager/volunteer coordinator/archives and collections steward.
- Identify, recruit, and develop a talented team of volunteers/contractors/staff 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 and funding (public, private, corporate) and organize fund development and 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, people of color and/or historically marginalized communities, historical research or education in community and academic settings.
- 2) Two years of professional project/program management or running an organization with strong ability to meet deadlines.
- 3) Demonstrated cross-cultural competence, emotional intelligence, and strong understanding of and commitment to anti oppression work.
- 4) Flexibility, resiliency, and comfort in working in a fast-paced planned and unplanned environment.
- 5) Excellent interpersonal, oral, and written communication skills.
- 6) Self-initiator, motivated, creative thinker, problem solver, and able to work independently and as part of a team.
- 7) Must be able to work in person in the Seattle National Office. A small portion of hybrid schedule may be negotiated based on office hours and organizational needs.

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/or 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.
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FANHS is an equal opportunity employer, and does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.