

Chinese Historical Society of New England
2 Boylston Street, Suite G-3
Boston, MA 02116

JOB DESCRIPTION

JOB TITLE: **Executive Director**
REPORTS TO: CHSNE Board President(s)

The Chinese Historical Society of New England (CHSNE), the first educational organization dedicated solely to documenting, preserving, and promoting the history and legacy of Chinese immigration in New England, is looking for an Executive Director to help take CHSNE to its next level of development.

I. GENERAL SUMMARY:

The Executive Director is responsible for continuing and expanding the educational and programmatic work of CHSNE, which has been carried out primarily by volunteers, while ensuring that the organization is on solid financial footing. The Executive Director has overall responsibility for the day-to-day operations of the CHSNE office to include administrative functions, fiscal management, fundraising, program development and implementation, and working in concert with and under the direction of the Board of Directors on short and long-term organizational and strategic planning and visioning.

The incumbent fulfills this responsibility by managing CHSNE corporate and financial recordkeeping and reporting requirements, maintaining an operating office for the society, supporting and participating in fundraising activities, providing administrative support to the Board and its committees, and organizing and maintaining a filing system and database to meet the organizational and archival needs of the organization.

The Executive Director will be the sole staff for the organization at this time. The Executive Director will work closely with the Board of Directors as it engages in a planning process with regard to the organization's future. The Executive Director will work with the Board of Directors to determine funding and staffing needs to enable the organization to develop a plan for sustaining itself and to carry out the activities to achieve these needs.

II. PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS:

- Provide leadership to manage and sustain the organization.
- Work with the Board to develop and implement fundraising strategy to ensure sustainability and growth of the organization, to include researching grant opportunities, grant writing and management, individual and corporate donor cultivation, fundraising event planning and coordination.

- Serve as a key spokesperson for CHSNE. Promote the organization's visibility through interactions with constituents, state and local officials, the public and the media.
- Manage organizational finances, including budget development, donation acknowledgements, transactions such as deposits and withdrawals, entries into financial recordkeeping system, and preparation of financial reports. Pay bills in a timely basis.
- Oversee and fulfill the organization's responsibility for tax and other corporate reporting requirements.
- Develop and implement programs as approved by the Board, including determining program staffing needs, budget, space, etc.
- Ensure smooth office operations and maintenance, to include handling visitors, correspondence and telephone calls with appropriate assistance and referrals, ensuring coverage of office during posted office hours, establishing and providing guidance for sound office policy and procedures, maintaining office supplies and inventory, and proper equipment operation and maintenance.
- Establish archival protocol and efficient maintenance of office files and archival information. Ensure that filing is maintained on a regular basis.
- Provide administrative support to the Board and committees as needed, including calendars and reminders, and preparing materials for meetings; current committees such as Collections, Newsletter, and Scholarship will indicate level and type of assistance needed.
- In addition to fundraising events, coordinate other special events, such as the Annual Meeting, field trips, presentations, and other special or committee-led events.
- Perform other similar and related duties as required or directed.

III. JOB REQUIREMENTS:

- Leadership and management experience, ability to work independently and with minimal supervision.
- Demonstrated fundraising experience and track record: event planning, grant writing, individual/foundation/corporate/government support and cultivation.
- Good organizational and communication skills, both verbal and written.
- Familiarity with business and office protocol appropriate for non-profit organizations.
- Ability to manage multiple, simultaneous administrative and other tasks and prioritize according to established criteria and protocols.
- Facility with technology. Windows Office, e-mail, and the ability and willingness to acquire further technical knowledge as may be appropriate.
- Strong interpersonal skills.

- Familiarity and/or interest in the history of the Chinese in New England and the local community.
- Bilingual and/or bicultural preferred (Cantonese/Mandarin and English).
- Bachelor's degree in particular fields with a community-based or social justice component.

IV. COMPENSATION

- Full-time position preferred, hours to be negotiated.
- Salary (for full-time equivalent) \$40,000 - \$50,000, commensurate with experience.
- Minimum one-year commitment; may be extended.

[The Chinese Historical Society of New England is a non-profit organization established in 1992 to document, preserve, and promote the history and legacy of Chinese immigration in New England. Projects and activities include: oral histories, collection and preservation of artifacts, newsletter, development of an interactive archive, restoration of Mt. Hope Chinese Burial Grounds, annual scholarship program, and Chinatown historic tours.](#) To learn more about CHSNE, please view our website at www.chsne.org.

Please email letters of interest and resume to **chsneboston@gmail.com** or fax: **617-338-9339**.
Deadline: open until filled.