



Executive Director Job Description

The Hmong Association of Washington (HAW) started in 1983 to serve the Hmong American community in Washington. Our mission is to preserve and promote the Hmong culture, advocate for the Hmong people, and promote education in the community. Our vision is to meet the diverse needs of the Hmong refugee and immigrant communities by creating resources that empower them to become economically self-sufficient and proud of their Hmong heritage, culture, and traditions.

HAW is recruiting for a new Executive Director. Interested individuals qualified for this leadership role should send a cover letter, resume, and examples of your writing for consideration to Hmong.of.Washington@gmail.com. Please title your subject line with the following "HAW Executive Director Application".

The position is remote, however the role does require periodic in-person meetings and attendance at local events on behalf of HAW. The ideal candidate will use a strategic mindset to focus the organization on the biggest needs in the Washington Hmong community while creating a trusting, inclusive environment that enables partnerships with other organizations and the broader WA community.

The Executive Director will be responsible for all program areas and execution of all areas of need for the organization, including management in the following areas: fiscal, operational, program development, community relations, and board relations. This position will report to the HAW Board of Directors.

Responsibilities

- Create and implement strategic organizational plan and manage overall organizational budget
- Build programs for the Washington Hmong community that help preserve and promote the culture
- Build and maintain a positive relationship with the Washington Hmong community through listening sessions, engagement opportunities, advocating on the behalf of the Hmong community, and continuously providing opportunities to assess the ongoing needs of the Washington Hmong community
- Create and maintain positive relationships with the HAW Board to facilitate the success of the organization's future to support the Washington Hmong community
- Collaborate with governmental agencies and the boarder Washington community to help address the needs of the Washington Hmong community and/or other marginalized communities
- Prepare agendas, reports, and materials for board meetings and other collaborative meetings
- Manage all current programs and HAW staff
- Fundraise, write grant proposals, manage and execute on grant objectives, write reports, and manage all expense reporting according to grant budgets
- Foster and maintain new funder relationships
- Other duties as assigned

Leadership Competencies

- Critical Thinking and Problem-Solving: Demonstrate the ability to see the big picture while paying attention to key details
- Strategic Thinking: Ability to use data and information to make decisions that are mission aligned
- Adaptability: Able to adapt behavior or work methods to changing needs and environments
- Collaboration & Teamwork: Ability to work cooperatively with others to achieve results
- Effective Communication: Demonstrate communication skills, such as active listening, written or verbal communication, and transparency are essential
- Learning Agility: Have a willingness to learn from experiences and to seek out relevant learning opportunities
- Outcome & Solution Oriented: Ability to focus on desired results and solutions
- Belonging: Ability to create a culture of belonging

Required Qualifications

- A resident of the greater Seattle area
- Familiar with the Hmong culture, history, and have knowledge of past and present challenges faced by this community
- Previous leadership or board of director experience
- Nonprofit experience
- Successful fundraising and grant writing experience
- Experience developing programs and managing staff
- Ability to travel for work-related activities, conferences, and partnership convenings

Preferred Qualifications

- Minimum of 3yrs of experience working with the Hmong Community and/or other marginalized communities

Annual Salary

- The salary range is between \$90,000 and \$105,000, depending on prior experience. A benefits package is also included. We look forward to discussing details with you as the interview process progresses.

This job description is a summary of the typical functions of the job and is not intended to be a comprehensive or exhaustive list of all possible duties and responsibilities. The particular job duties of this position may change based upon the needs of HAW. HAW is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status or any other protected category under local, state, or federal law. We encourage candidates from all backgrounds to apply.