



華人前進會

Chinese Progressive Association

28 Ash Street, Boston, MA 02111

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September 4, 2025

Executive Director Job Posting

Organizational Mission and History

The Chinese Progressive Association (CPA) is a grassroots community organization that works for the full equality and empowerment of the Chinese community in Greater Boston and beyond. Our mission is to improve living and working standards and to involve ordinary people in decision-making.

Founded in 1977, CPA emerged from a series of community organizing campaigns addressing issues such as Chinese parents' involvement in the Boston school desegregation process and organizing for community control over land development in Chinatown. Our membership consists predominantly of Chinese immigrants and Chinese-speaking individuals; most are workers in low-wage industries, working families, or low-income elderly individuals. CPA does not focus on a single issue because we believe that people have many concerns—jobs, education, freedom from discrimination, and a clean and safe living environment. We have observed that once people achieve their rights in one aspect of their lives, they are more likely to actively participate in solving other community problems.

For more information go to: <https://cpaboston.org/en/home>. You can also follow us on Instagram at @CPAJustice or visit the page directly [here](#). We regularly post updates, events, and behind-the-scenes content. It's a great way to see the latest happenings.

Job Description

The Executive Director provides direction and support to CPA's overall work, supervises the Lead Organizer, Office, Finance and Operations Manager and relevant staff members, provides overall management of the office, and serves as liaison to the Steering Committee. The Executive Director also provides strategic thinking in community organizing, coalition-building, and communications, and facilitates the link between CPA's base building and local/regional movement building.

Duties

- Provide direction to CPA's grassroots organizing work and campaigns, including citywide and statewide movement-building work.
- Keep abreast of local political and economic events to identify strategic opportunities and challenges for the organization.
- Provide direction to the major work area teams on ongoing programs, services, and membership activities.
- Develop, monitor, and lead implementation of fundraising plans to meet organizational budget needs.
- Oversee management of organization's finances, assets, tax/filing requirements, and legal liabilities.

- Support and supervise staff members and oversee annual work planning and performance evaluation processes. It can include developing a sustainable staff supervision model, recruiting and developing managers on staff.
- Provide regular, monthly updates to CPA's Steering Committee about work progress and organizational health, and meet with sub-committees as needed (e.g. Core/Officers, Personnel).
- Work with relevant staff and the Steering Committee on organizational assessment, planning, and evaluation.
- Work with relevant staff and Steering Committee to develop staff and member leadership and to provide direction to the organization's political education work.
- Work with relevant staff and the Steering Committee to develop and implement communications and public relations plans.
- Develop and cultivate relationships with external partners, including resource allies, organizing or community partners, funders, and advisors.
- Train and orient new staff with support from continuing staff, identify organization wide capacity and skills building opportunities to support staff growth to successfully meet their responsibilities

Qualifications

- Commitment to CPA's mission of full equality and grassroots empowerment
- College degree or equivalent
- Strong written and verbal communication skills
- High level of initiative and responsibility
- Proven ability to work collaboratively and enhance team dynamics
- At least five years of organizing, supervision, and management experience
- Familiarity with Greater Boston Chinese community and local Boston politics
- Demonstrated capacity for strategic thinking and leadership
- Bilingual in Cantonese and English; other dialects or languages a plus

Supervision

The Executive Director reports to the Steering Committee Core Group and Personnel Committee

Compensation

\$120,000 to \$145,000 depending on experience. Benefits include health, dental, life insurance, 403b, generous holiday/vacation time.

How to Apply

Please submit a resume and cover letter detailing your qualifications for this position to: hiring@cpaboston.org. Applications will be accepted until the position is filled, with priority given to those received by **October 6**.

Chinese Progressive Association is an Equal Opportunity Employer