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## Co Executive Director, Programs EXEMPT, FULL-TIME

SEAD is seeking a Co Executive Director of Programs who has a seasoned track record in nonprofit and program management. The ideal candidate will possess high level skills in leadership, project management, staff development, team collaboration, problem solving, conflict resolution, budget planning, and grants management. The Co Executive Director of Programs will work in direct partnership with the Co Executive Director of Operations.

### Compensation & Benefits

\$70,000 - \$75,000 (varies based on experience)

*Benefits include 30 days paid time off, summer and winter designated office closures, professional development, and insurance (health, HSA, and dental)*

### Hours & Start Date

Full-time position, 40 hours per week, with required weekends and evenings as needed for programs, events, and projects. Hybrid with 3 days in office. Start date Monday, February 3rd, 2025.

### Location

This role will primarily perform their employment duties at the SEAD office and other locations around the Twin Cities Metro area as needed for events, programs, and meetings. Reliable transportation is required.

### Key Roles & Responsibilities

The Co Executive Director of Programs will primarily be responsible for developing, managing, and evaluating programs. Other responsibilities include fund development and overall nonprofit leadership, strategic direction, and management, including managing staff, overseeing financial management, and implementing policies.

### PROGRAMMING

#### ***Program Implementation and Management***

- Work closely with Co Executive Director, program staff, advisory, and communities on design and development of programs and projects, including:
  - SEA Roots: Heritage, Language, and Cultural Workshops
  - SEA Change Lab: Emerging Creative Youth Leadership
  - Storytelling: Planting SEADS
  - Cultural Organizing: Brave Harbors
- Develop, lead, and manage all aspects of programs operations (pilot and existing) including coordination, facilitation, budgets, staffing, and reporting
- Create overall framework for program administration and delivery
- Recruit, train, and coordinate all program related contractors including teaching artists, language teachers, and volunteers
- Maintain Programs Handbook and provide updates to staff on any policy/procedure revision/changes



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- Identify and cultivate key partnerships to develop and execute programming

#### ***Program Monitoring and Evaluation***

- Set program objectives and goals to measure success
- Develop and implement evaluation tools to track, monitor, and measure program effectiveness and efficiency to ensure alignment with strategic priorities and outcomes
- Prepare thorough reporting for grants/funders, impact reports, and stakeholders
- Conduct annual feedback survey with relevant key stakeholders to establish program needs, relevancy, and opportunities
- Analyze data and feedback for continuous improvement and areas for growth

#### ***Program Outreach and Marketing***

- Work with Marketing & Communications Coordinator to create programmatic and resource awareness for SEAD both locally in the Twin Cities and nationally with our SEA diaspora community pillars
- Build bridges between program participants and mentor opportunities with community members
- Conduct community outreach to increase community connection and participation in programs

### **FUND DEVELOPMENT**

#### ***Grants Monitoring and Management***

- Key contact for foundation grants and government contracts
- Oversee and maintain the grants tracking calendar and spreadsheets
- Work alongside grantwriter to draft and finalize grant applications, including narrative, statistics, and budgets. Send to Co Executive Director for review and feedback prior to submission
- Fulfill all status reports and final reporting requirements as needed to funders

### **Shared Roles & Responsibilities**

Co Executive Directors have shared responsibilities for the overall leadership, strategic planning, administration, partnerships, fiscal management, fund development, and organizational growth.

### **LEADERSHIP**

#### ***Organizational and Strategic Development & Planning***

- Lead, strategize, and implement vision, mission, values, and strategic plan alongside executive board
- Partner with the executive board on leadership and organizational initiatives, growth, and changes
- Conduct annual organizational review and feedback to continuously improve and grow our community development work

#### ***Administration & Management***

- Develop and implement policies and procedures that align with the organization's goals and objectives



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- Maintain overall operations, human resources, and financial health of SEAD
- Manage overall administration and oversee staff capacity for organizational and operations effectiveness
- Ensure legal compliance and best practices on all administrative process and procedures
- Oversee office operations with Lead Administrator
- File and manage annual nonprofit paperwork and workers compensation audits
- Ensure the organization is compliant with all regulatory requirements and laws

#### ***Staff Development and Management***

- Support staff growth and well-being including professional development plans
- Oversee staff workplans to align with mission and strategic plans
- Conduct staff performance evaluations
- Create and implement processes and systems for monitoring, evaluating, and measuring staff outcomes and impact
- Coach and supervise staff on day to day work including meeting project tasks and deadlines

#### ***Board Development and Support***

- Support Board Co-Chairs on onboarding and offboarding of board members
- Connect board to training opportunities to further develop their skillsets to be effective
- Work closely with the executive board to develop and implement the organization's strategic plan and ensure the organization is meeting its goals and objectives
- Work with Board Co-Chairs on board agenda creation and meetings facilitation
- Provide regular reports to the executive board on the organization's progress towards goals

### **FISCAL MANAGEMENT**

- Work with Board Finance Chair in drafting, monitoring, and managing fiscal budget
- Review and approve financial information, processes, reports, taxes, audits, etc.
- Conduct ongoing review of fundraising efforts and plan to align with fiscal budget goals
- Oversee the financial management of the organization, including preparing budgets, monitoring expenses, and ensuring compliance with finance regulations and funding requirements

### **CAPACITY BUILDING & FUND DEVELOPMENT**

- Plan, implement, and manage fund development strategies including fundraising campaigns
- Work with the executive board to seek funding opportunities with prospecting, cultivation, and drafting proposals (grants, individual and business donors, corporate sponsors, etc.)
- Conduct research on funding sources, including foundational grants, business/corporate sponsorships, and employee giving programs
- Meet with potential donors and funders to share the work of SEAD to increase funding opportunities
- Cultivate and maintain relationships with grant officers, program managers, individual donors and potential sponsors



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### **STRATEGIC PARTNERSHIPS**

- Build and strengthen relationships to position SEAD to strategically partner and collaborate with Southeast Asian diaspora community leaders and organizations that align with our mission and vision
- Cultivate relationships and opportunities for cross-collaboration and solidarity work with other non-SEA community-based organizations and partners
- Collaborate with Marketing & Communications Coordinator to generate a collection of SEA community resources, opportunities, and networks for SEAD resource map
- Represent the organization at community events and public forums

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### **Required Skills & Qualifications:**

- Minimum of 3 years experience in senior leadership role, preferable in a nonprofit organization or equivalent experience
- Minimum of 3 years experience in grant writing and management
- Minimum of 3 years experience in program development, management, and evaluations
- Proven experience in financial management and budgeting, fund development, and relationship management
- Strong knowledge of human-centered design and facilitation methods.
- Flexibility to adapt to a changing environment
- Strong conflict resolution, communications, and interpersonal skills
- High level of self-awareness and critical thinking
- Leading and managing organizational development, driving community advocacy, and building capacity
- Excellent strategic planning and problem-solving skills
- Ability to build and maintain positive relationships with stakeholders
- Must have experience working with Southeast Asian diaspora communities, passionate about social justice, be tech-savvy, and enjoy an emerging work environment

### **Desired Skills & Qualifications:**

- A bachelor's degree in business administration, management, or a related field
- A graduate degree in Nonprofit Management or related fields and certification
- Minimum of five years of fundraising experience and leading and managing a nonprofit is highly desired
- Experience in change management and human resources is highly desired
- Experience in board development or serving on a nonprofit board
- Strong knowledge of systems change
- Experience working with BIPOC communities

**\*\* Combination of work experience and education may be considered for this position \*\***



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### To Apply:

Interested candidates may submit their application with the following items below by **December 20th, 2024** to [hr@theseadproject.org](mailto:hr@theseadproject.org) **\*Application extended through Friday, January 10th, 2025**

- Cover letter
- Resume
- 3 References (include contact phone number & email address)
- Writing Samples 3-8 pages (i.e. project proposals, grantwriting work, program planning)

### Organization Background

The SEAD Project is a community organization that grows social empowerment ecosystems through cultural organizing, critical language, and just storytelling. Learn more: [www.theseadproject.org](http://www.theseadproject.org)

### SEAD Value Statements that Guide Our Work

- *Community Minded*: SEAD reflects the needs and hopes of our community by increasing visibility and voice.
- *Creative*: SEAD encourages curiosity, engagement, and representation through varying and explorative forms of artistic expression.
- *Integrity-Leading*: SEAD fosters principles that encourage compassion, mutual accountability, and transparency, while striving for a sustainable future.
- *Continuously Learning*: SEAD remains open to experimentation and integrates new knowledge and perspectives.
- *Culturally Accessible*: SEAD creates culturally-responsive programs, resources, and space that represent our community, prioritizing the SEA diaspora and leaving space for solidarity with other marginalized identities.