



1007 West Broadway Ave, Minneapolis, MN 55411

www.theseadproject.org | 612-987-7317

Development & Engagement Manager Position Description

“Word work is sublime.” - Toni Morrison

The SEAD Project is looking for a seasoned and talented creative leader who is passionate about community-centered storytelling and has solid experience in writing and communications, including grant proposals, copy for social media, community outreach, and technical research.

Start Date: ASAP/Open

Location: Position is based in our Minneapolis office location with some occasional light travel for any off-site meetings

Time: 20-25 hours per week, flexible

Compensation: \$28-\$30 per hour*

**Negotiable based on education, experience, and hours as needed.*

Key Roles & Responsibilities

The person in this role will work closely with SEAD’s Executive Director and creative team to create compelling engagement and fund development strategies to drive outreach and promote SEAD’s vision and mission, breaking down complex ideas and data to be design-ready, and co-craft compelling grant proposals.

Major areas of focus:

- Community Engagement
 - Cultivating and growing relationships across communities, supporters, and funders.
- Grantwriting
 - Prospecting, researching, preparing, and submitting full grant proposals.
- Creative Storytelling
 - Writing and editing copy for social media, website, blogs, press, zines, etc.
- Technical Writing
 - Researching and producing copy for impact reports, infographs, data, etc.

Skills & Qualifications

Ideal candidate has strong and solid experience in fund development, capacity-building, communications, and is excellent in writing and editing. Must be a detail-oriented, creative-thinker, highly organized, self-motivated, communicative, fluent in English grammar and hold knowledge of all forms of writing. Technical knowledge of MS Office, reporting, marketing, research, nonprofits is extremely helpful. Must be technically-savvy with advanced written and verbal communication. Willing and able to work with a diverse team and POCL communities, especially with Southeast Asian diaspora communities.

What We Expect

- You are self-motivated, detail-oriented, and show up ready as your authentic self.



- You care for Southeast Asian communities, their self-determination, and the organizations that see it through.
- You love narrative storytelling and all kinds of creative word work.
- You aren't afraid to seek and ask for resources and funds to sustain our critical work.
- You value deep relationship building and networking.
- You pride yourself in being highly organized, sticking to deadlines, and one of your superpowers is managing multiple projects.
- You take initiative and are a fast and engaged learner.
- You practice empathy and handle conflict and challenges with grace and understanding.
- You know how to work with limited resources and thrive in an emerging nonprofit environment.

What You Should Expect

- You will be equipped with the tools and training you need to succeed in your role.
- Your colleagues (SEAD and community-at-large) come from multiple backgrounds, perspectives, lived experiences and talents.
- You will be respected, supported, and championed personally and professionally.
- You will be treated like family through check-ins, conversations, outings, retreats and meals.
- You will contribute to the ideal work culture and ecosystem (in which we call the ikigai).

To Apply

Send resume, two writing samples (grant-related and creative/technical copy), two professional references to Katherine Nguyen katherine@theseadproject.org.

Organization Background

The SEAD Project (Southeast Asian Diaspora) is a community organization that grows social empowerment ecosystems through language and storytelling. www.theseadproject.org

SEAD's Principles That Guide Our Work

- I. We grow an organizational culture that seeks to better understand and is reflective of our collective SEA cultures and identities.
- II. We foster a healing-centered environment that is safe, courageous and welcoming.
- III. We are a family that can and will hold each other with compassionate accountability.
- IV. We lead through a lens that is community-minded, decolonized, equitable, fair and fearless.
- V. We are informed by the communities we serve and lead with.
- VI. We are authentic, ethical and transparent about our work and approach.
- VII. We will explore and experiment sustainable solutions to do and be better as community members.
- VIII. We share, reclaim and reflect on diverse and complex SEA narratives.
- IX. We strengthen relationships within and outside of SEA communities.
- X. We increase voice and visibility of SEA issues and stories for, by, and with SEA communities.
- XI. We collaborate and partner across communities, cultures and generations.