Program Manager

Full-Time
Position Description

The SEAD Project is growing our small and mighty team! We're looking for a passionate and creative-thinking Program Manager who speaks community and is an excellent capacity builder to lead and manage our overall programs that are focused in just storytelling, cultural arts and languages, emerging creative leadership, and dual pandemic response. The person in this role will work closely with the executive director, program team, and community.

Location: Socially distant and remote

Hours: 35-40 hours per week

Compensation & Benefits: $48,000 - $58,000
20 days paid time off, 7 floating holidays, 2 weeks office closures, professional development, personal well-being fund, health insurance package

Timeline: ASAP

Key Responsibilities

Program Management & Evaluation

- Develop and implement programs, projects, and initiatives with Executive Director, core staff, and community
- Cultivate and engage with all stakeholder relationships (funders, participants, leaders, communities) and support participants
- Lead and manage ongoing and future programs including coordination, budgets, and teams
- Oversee and monitor program tracking and evaluation to align with strategic priorities and meet short and long term goals, and successful outcomes
- Prepare ongoing and final reports for programs and projects to stakeholders

Capacity Building & Organizational Development

- Co-lead the cultivating, writing, and preparing of grant proposals for programs and projects
- Manage and improve internal organizational processes and practices
- Work with staff and board on tracking, monitoring, and managing organizational budget
- Partner with Executive Director and Board with planning, implementing, managing fund development and capacity building efforts
- Collaborate with stakeholders (staff, board, community, funders, partners)

Skills & Qualifications
Seasoned track record of leading and managing creative community development programs, knowledge of human-centered design approach, program design and management, monitoring and evaluation practices, and organizational development. Must be highly organized, have excellent communication skills, strong storytelling, justice-oriented, and is healing-informed. Experience in the arts, cultural organizing, and facilitation is preferred. Tech-savvy and knowledge of software including MS Office+, Google Drive, CRM, Zoom, Asana, and management tools. Previous experience working with Southeast Asian and/or other BIPOC communities is critical. Grant writing, capacity building, and fund development experience is a plus.

To Apply: Send letter of interest, resume, two writing samples (if any), and three professional references to Katherine Nguyen katherine@theseadproject.org. *Deadline to apply is September 14, 2020 or until filled*

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 are a dreamer and doer and are goal oriented from start to finish.
- You love effective community-informed program design, storytelling, and creativity that sparks change.
- You aren't afraid to ask questions and assumptions.
- 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 programs and 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 homemade meals.
- You will contribute to the ideal work culture and ecosystem (in which we call the ikigai).

Organization Background
The SEAD Project (Southeast Asian Diaspora) is a community organization that grows social empowerment ecosystems through cultural organizing, critical language, and just storytelling.

Learn more: www.theseadproject.org

SEAD's 11 Principles That Guide Our Work
1. We grow an organizational culture that seeks to better understand and is reflective of our

collective SEA cultures and identities.

2. We foster a healing-centered environment that is safe, courageous and welcoming.
3. We are a family that can and will hold each other with compassionate accountability.
4. We lead through a lens that is community-minded, decolonized, equitable, fair and fearless.
5. We are informed by the communities we serve and lead with.
6. We are authentic, ethical and transparent about our work and approach.
7. We will explore and experiment sustainable solutions to do and be better as community members.
8. We share, reclaim and reflect on diverse and complex SEA narratives.
9. We strengthen relationships within and outside of SEA communities.
10. We increase voice and visibility of SEA issues and stories for, by, and with SEA communities.
11. We collaborate and partner across communities, cultures and generations.