



Director, Sustainability & Partnerships

The SEAD Project is looking for a seasoned and creative development leader who loves storytelling and is passionate about community-centered fundraising and knowledgeable about sustainable funding practices to join our team.

Hours

Full time, 40 hours per week

Compensation & Benefits

\$58,000 - \$68,000

Range is dependent on experience, talent, and passion. 20 days paid time off, 7 floating holidays, 2 weeks office closures, professional development stipend, and health + dental insurance

Key Roles & Responsibilities

The person in this role will work closely with the executive director and leadership team to plan and implement compelling storytelling and fund development strategies to drive donor engagement and secure funding sources to grow our organizational capacity and expand our programs.

- **Supporter Relations & Partnerships**
 - Grow ecosystem of community-based fundraising that's rooted in relationships and SEAD's values and principles
 - Cultivate, nurture, and engage with community partners, funders, sponsors, donors, volunteers, supporters, and program participants
 - Manage development timelines, donor data profiles, giving trends, stewardship practices
 - Work closely with SEAD's board of directors and marketing and finance advisory committees to plan and implement fundraising activities
- **Strategic Communications & Public Engagement**
 - Develop and oversee overall marketing and communication strategies with executive director and creative team on mission messaging, fundraising campaigns, and other planned activities to drive our vision and visibility
- **Fund Development Strategy & Capacity Building**
 - Lead the overall planning and implementation of annual fundraising initiatives with SEAD staff, leadership, and board; including individual giving, major gifts, special events, sponsorships, etc
 - Research and identify key donors, sponsors, and supporters aligned with SEAD's values and principles
- **Grant Proposals & Reporting**



- Work closely with the executive director and grant writer to manage donor and grant database in prospecting, researching, cultivating, and preparing grant proposals
- Monitor and track grants calendar and work closely with the executive director to review and submit proposals and reports to stakeholders
- Prepare and develop budgets with the board and program team to grow SEAD's capacity and resources

Skills & Qualifications

- Ideal candidate has a solid track record in nonprofit fund development, capacity-building, and donor engagement
- Excellent writer and compelling storyteller
- Highly detail-oriented, organized, creative thinker, innovative, self-motivated, timely, communicative
- Knowledge of fund development planning, donor cultivation, research, evaluation, and reporting
- Fluent in tech tools: Microsoft Office+, Google Suite applications, donor CRM software (preferably EveryAction, Raiser's Edge, and/or Salesforce)
- Deep understanding of innovative fundraising for cultural arts organizations preferred
- Familiar with working with BIPOC communities, especially Southeast Asian diasporas

To Apply

Applications accepted until January 15th, 2021. Send a letter of interest, resume, 2-3 writing samples (grant proposals, sponsorship letters, etc), and at least two professional references to Katherine Nguyen katherine@theseadproject.org.

What We Expect

- You are out-going, 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 enjoy raising funds and resources to grow organizational capacity
- You love cultivating and nurturing relationships and partnerships
- You aren't afraid to ask questions and question 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 projects.
- You take initiative and are fierce in your leadership and collaborations.
- 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).
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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.