



1007 West Broadway Avenue, Minneapolis, Minnesota, USA 55411

Co Director, Partnerships & Development

SEAD is excited to move into a co-leadership model to strengthen and sustain our ecosystem. The Co Director of Partnerships & Development will primarily be responsible for leading and managing organizational development, driving community advocacy, and growing capacity. Co-Directors have shared responsibilities for the overall leadership, strategy, planning, administration, fiscal management, program development, and organizational growth.

Hours & Start Date

40 hours, FTE. Ideal start date is November 2021.

Location

Due to the pandemic and nature of the work, this position will be a hybrid model with both remote access and in-person primarily based out of our Minneapolis office (1007 West Broadway Avenue, Minneapolis, MN 55411). Candidates within the United States are welcome to apply but preference will be given to local candidates.

Compensation & Benefits

\$70,000-\$75,000 negotiable annual salary range

20 days paid time off, 7 floating holidays, 2 weeks office closures, professional development, and insurance (health + dental)

Key Roles & Responsibilities

COMMUNITY & CAPACITY DEVELOPMENT

Capacity Building

- Cultivate relationships with individual donors and potential sponsorships
- Assist with planning, implementing, and managing fund development strategies
- Seek funding opportunities and assist co director and fund development team with prospecting, cultivation, and drafting proposals (grants, individual, corporate, etc)

Strategic Partnerships & Cultural Organizing

- Cultivate, mobilize, and build base with community organizations and leaders
- Grow partnerships, relationships, and collaborate with similar organizations



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- Lead and manage team of Cultural Organizers, overseeing campaign direction, guidance, and implementation on issues that impact Southeast Asian diaspora communities

CREATIVE ARTS & SOCIAL ENTERPRISE MANAGEMENT

Campaign Direction

- Develop and oversee the messaging and guidance of campaigns and projects with cultural organizers and creative team
- Co-facilitate working groups, events, and campaigns with cultural organizers
- Collaborate with co director and communications manager on issue-based communications planning and implementation

Creative Direction & Social Enterprise Management

- Manage all contracts and communications on client projects with SOON Storytelling Studio and creative team
- Lead all aspects of messaging guidance and direction of campaigns, and collaborate on visioning and branding with Lead Visual Designer and Creative Team
- Collaborate with Co Director and Creative Team on SOON shop items

ORGANIZATIONAL DEVELOPMENT

- Manage overall office operations with Office & Executive Assistant
- Co-manage staff and contractors with support, training, and development plans
- Facilitate SEAD's Human Resource plans through onboarding and advising staff and contractors on organizational policies
- Implement processes, procedures, systems for monitoring, evaluation, and measuring staff outcomes and impact

OFFICE OPERATIONS

- Process biweekly payroll and monthly payments for staff and contractors
- Work closely with co director and bookkeeper on invoices, receipts, and financial documentation for accounting and financial compliance
- Coordinate with Finance Team and bookkeeper on accounting, day to day issues, and fundraising campaigns

Shared Roles & Responsibilities:

LEADERSHIP

Strategy & Planning



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- Co lead, strategize, and implement vision and mission of SEAD with Co Director
- Manage overall administration and oversee staff capacity for program effectiveness
- Partner with the executive board on leadership initiatives
- Work closely with Southeast Asian diaspora community leaders and community-based organizations

Administration & Management

- Maintain overall operations, human resources, and financial health of SEAD with co-director and Board
- Alternate monthly payroll duties
- Work with staff and board in leading and managing an annual budget
- Review necessary financial information for taxes, reports, and audits
- Ensure legal compliance and general paperwork processing

Skills & Qualifications

Seasoned track record of strong leadership in community development, capacity building, nonprofit operations, community advocacy. Knowledge in finances, fund development, and human resources is highly desired. Experience working with Southeast Asian and/or BIPOC communities is required.

To Apply:

Applications received by October 25, 2021 will be given preference. Send a letter of interest, resume, three professional references, and writing samples (i.e. proposals, planning, financial reports, communications) to hr@theseadproject.org, jessica@theseadproject.org, and chanida@theseadproject.org.

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 the arts and cultural assets that center communities and build collective power.
- You enjoy all aspects of organizational development and see it as an important part of the work.
- You aren't afraid to ask questions and assumptions.



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- You value decolonized ways of working, deep relationship building, and the communities we work with and alongside with.
- You pride yourself in being highly organized and one of your superpowers is developing community-informed programming.
- You take initiative and are a fast and engaged learner.
- You practice self-empathy and handle conflict and challenges with grace and understanding.
- You know how to work with sometimes limited resources, multiple stakeholders, and thrive in an emerging 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.



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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.