



## Manager, Projects & Operations – Position Description

[The SEAD Project \(Southeast Asian Diaspora\)](#) is a startup organization working with Southeast Asian diaspora communities based in Minneapolis, MN and in Vientiane, Laos. SEAD is looking for a highly creative, knowledgeable and equity-focused Projects & Operations Manager to work closely with the executive director to build organizational capacity, financial sustainability, and lead grant-based projects as needed.

### Time Commitment & Compensation

This is a part-time contracted position for 15 to 20 hours per week. Compensation is negotiable depending on skills, experience and education. Potential opportunity to increase time and compensation as workload increases.

### Responsibilities

#### I. GENERAL OPERATIONS SUPPORT

- Manage, evaluate and improve current operations and administrative processes for increased programmatic and organizational efficiency and effectiveness

#### II. PROJECTS MANAGEMENT & EVENT COORDINATION

- Implement and oversee grant-based projects
- Coordinate logistics for events as needed

#### III. CAPACITY BUILDING & GRANTWRITING

- Co-develop and implement capacity-building plan
- Assist with grantwriting and funder relations

### Required Experience

- Proven experience in project management and general operations
- Familiarity working with Southeast Asian/Asian American communities and other diverse POCI/refugee immigrant communities
- Must value creative-thinking, social justice and equity
- Knowledge of business and budget development and oversight experience
- Basic knowledge of technical software and communication tools (MS Office)
- Excellent writing and interpersonal communications
- Ability to effectively communicate with diverse stakeholders
- Experience in leadership development and organizational skills

### Desired Experience

- Experience in finances and human resources a plus
- Fluency in one of these languages is helpful: Lao, Hmong, Khmer or Vietnamese
- Degree or 1-2 years of experience in nonprofit administration, sustainable development, organizational development or related field

To apply: send cover letter, resume and references to [chanida@theseadproject.org](mailto:chanida@theseadproject.org). Learn more about us at [www.theseadproject.org](http://www.theseadproject.org).