



1007 West Broadway Avenue, Minneapolis, MN 55411
www.theseadproject.org

Operations Manager – Position Description

The SEAD Project is looking for a highly organized, knowledgeable and equity-focused Operations Manager to work closely with the executive director to develop organizational capacity, build financial sustainability, and oversee internal infrastructure.

Time Commitment & Compensation

This is a part-time contracted position for up to 30 hours per week. Compensation is negotiable depending on skills, experience and education. Potential opportunity to increase time and compensation as workload increases.

Roles & Responsibilities:

I. GENERAL OPERATIONS SUPPORT

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

II. PROGRAMS & PROJECTS MANAGEMENT

- Oversee and manage grant-based projects

III. CAPACITY BUILDING & GRANT WRITING

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

Required Experience

- Proven experience in organizational operations, finance, and program management
- Familiarity working with Southeast Asian/Asian American communities
- Must value creative-thinking, social justice and equity
- Knowledge of business, budget, and fund development
- Basic knowledge of technical software and communication tools (MS Office, Quickbooks, etc)
- Excellent writing and interpersonal communications
- Ability to effectively communicate with diverse stakeholders (communities, vendors, donors)
- 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 and/or Vietnamese
- Degree or 1-2 years of experience in nonprofit administration, finance, organizational development or related field

If interested, please feel free to send questions, letter of interest, resume, and references to:
Chanida Phaengdara Potter at chanida@theseadproject.org.