

Southeast Community Organization is seeking a new Executive Director.

The Southeast Community Organization (SECO) is one of the City of Saint Paul's 17 district councils. SECO represents the southeast area of the City, a community of about 23,500 residents. We collaborate with the City, as well as the county, and state to ensure a clean, healthy, and equitable community. Our area is physically the largest district council in the City, with a large amount of parks and green space. SECO encompasses four neighborhoods: Battle Creek, Highwood, Conway, and Eastview. We are seeking a new Executive Director to help move our work forward.



Mission: *Is to share knowledge and power, to organize and to advocate with the people who live and work in our neighborhoods. We build leadership to seize opportunities and to work for social and racial justice.*

Position: Executive Director (ED)

Status: Salaried/Exempt

Reports to: Board President/Executive Committee and Board of Directors

Required Skills and Knowledge:

- Strong commitment to racial equity and social justice at the local and neighborhood level. Commitment to inclusion of all residents, also including GLBTQ+ and individuals with disabilities. Ability to work with residents from all backgrounds, as well as with businesses and elected officials (local, county and state).
- Strong financial management skills, including budget preparation.
- Project planning, organization, and implementation skills, including final review and or reporting.
- Strong presentation skills. High quality writing skills, including the ability to write press releases and copy for social media.
- Basic familiarity with operation of nonprofit agencies and basic grant writing/administration and fundraising skills.
- Computer literacy in word processing, database management; familiarity with website management and Windows-based computing are preferred.

Preferred Skills and Knowledge

- Knowledge of local government and political processes.
- Ties to the St. Paul community.
- Ability to speak a language other than English, such as Somali, Hmong or Spanish.

Responsibilities:

Administration

- Board Management: Assist the 15-member board of directors including: orientation, meeting planning, providing materials on community issues, ongoing guest speakers and training, and implementation of board or committee decisions and any public relations or correspondence with those decisions.
- Financial: Develop organization's annual budget. Manage finances in collaboration with bookkeeper treasurer and/or executive committee. Review monthly reports, share and explain financials with the board, and other duties to retain compliance with the State of Minnesota and federal tax laws and charitable ordinances of the State of MN. Write grant proposals as needed including the writing and implementation of the annual community engagement grant from the city of St Paul. Manage the SECO's fundraising efforts with assistance from the board.
- Supervise staff, interns, and volunteers and perform human resource tasks including evaluations and delegation of projects.
- Build collaborations and partnerships with other organizations, especially those on the Eastside.
- Help manage and maintain SECO office, including managing office supplies and equipment, light cleaning, etc. Maintain working relationship with Brixmor, (Owner of Sun Ray, where office is located).

Organizing and Event Planning

- Manage (or delegate) social media, website, community calendar, blog and other communication efforts, including online newsletter. Create/manage database for community engagement program (data currently kept in MailChimp).
- Manage community engagement throughout the year. This consists of meetings the E.D. might coordinate regarding local issues, participation in community events (National Night Out) or events managed by SECO such as the Highwood Performance Series or Sun Ray Spooktacular.
- Coordinate the Community Drop-Off Day on the Eastside (plan with the City, recruit volunteers, coordinate food and water), including coordination with volunteers for pick-up for elders and individuals with disabilities.
- Promote and manage distribution of recycling information in partnership with the City & County.
- Organize residents around racial justice, environmental concerns, and all other issues as needed based on City/County/State occurrences and community interest.
- Work with residents on issue-specific concerns or develop community groups around issues or shared activities (community engagement).
- Serve as a resource for problem solving with elected officials and local government offices.

Reporting: The ED shall report to the SECO Board President and Executive Committee and shall keep all Board members apprised of information and activity. The ED shall keep the board members apprised of information and activities by email or at regular meetings.

Pay rate: \$45,000-52,000/year depending on experience, skills and abilities. Position is salaried and exempt. ED is expected to work 32-hours a week, (some Executive Directors do not work Fridays), which can fluctuate due to SECO board and committee nighttime meetings, community meetings/events, etc. Benefits include 12-paid holidays, paid-time-off, a flexible schedule, and a hybrid work environment (for someone who may wish to work from home some of the time). A \$300/month stipend for health benefits, a stipend for cell phone use and home internet will be available as well.

Please send a resume and a letter or email outlining your interest in the position to **SECOBoard@southeastside.org**.

Application reviews and interviews will start *immediately* and position will be hired when the right individual comes along.