

## **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

### **Qualifications:**

Working experience in project management, program management, and/or local government. Experience in community development and/or neighborhood organizing is preferred. Relevant and necessary experience includes financial management, budgeting, planning, supervision and/or volunteer recruitment and management.

### **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.
- 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.
- Ability to work with residents from all backgrounds, as well as with businesses and elected officials (local, county and state).
- Basic familiarity with operation of nonprofit agencies and basic grant writing 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:**

#### **General**

- Adhere to SECO policies and procedures, and assure implementation of community-wide plans, including our racial equity and strategic action plans.
- Participate in on-going professional development as time and funding allows.

#### **Administration**

- Prepare and submit the annual work plan for Community Engagement Funds to the City of St. Paul (City). Make updates to the plan as requested by the City or as things change at the organization, and ensure the contract is signed.
- Report to the City on the status of the annual work plan goals in July and December.
- Assist the 15-member board of directors which is made up of community members from the southeast area. This includes orientation, meeting planning, materials on community issues, ongoing guest speakers and training, and implementation of board or committee decisions.

- Set meetings, and coordinate guest speakers, agendas, minutes and materials for board and committees' meetings (currently online via Zoom).
- Develop organizations annual budget and program budgets, and the work plans with the City of Saint Paul for board approval.
- Manage finances in collaboration with bookkeeper and the treasurer or executive committee. Review monthly reports, share and explain financials with the board, ensure that the annual tax return, and the Attorney General's report are completed and mailed in. (Bookkeeper creates these documents).
- 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.
- Write grant proposals and proposals to seek interns as needed.
- Supervise staff, interns, and volunteers. Consider the staffing needs of the organization as a whole throughout the year. Provide annual evaluations as needed. Ensure that job descriptions are kept up to date.
- Conduct correspondence on behalf of the board and coordinate public relations upon request.
- Manage (or delegate) social media, website, community calendar, blog and other communication efforts, including online newsletter.
- Manage the SECO's fundraising efforts with assistance from the board.
- Build collaborations and partnerships with other organizations, especially those on the Eastside. Run monthly, online "Organizers Meet-up" for all groups who serve St. Paul residents.
- Create/manage database for community engagement program (data currently kept in MailChimp).
- Delegate projects and tasks as needed to other SECO staff, volunteers, or interns.
- Establish working relationship with Brixmor, (Owner of Sun Ray).
- Help manage and maintain SECO office, including managing office supplies and equipment, light cleaning, etc.

### **Community Organizer**

- Promote and manage distribution of recycling information in partnership with the City of St. Paul and Ramsey County.
- 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.
- 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).
- Assist residents in communications and problem solving with elected officials and local government offices.
- Work with local apartment managers and with the local businesses to promote the district and interests of renters and other residents.
- Coordinate welcome packets to be sent to new residents.

**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:** \$50,000-55,000/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 stipend for cell phone use and home internet will be available.

Please send a resume and a letter or email outlining your interest in the position to **[SECOBoard@southeastside.org](mailto:SECOBoard@southeastside.org)**.

Application reviews and interviews will start *immediately* and position will be hired when the right individual comes along. **Deadline: April 30, 2022.**