

Seward Neighborhood Group (SNG)
Executive Director Job Posting/Job Description

ABOUT SEWARD NEIGHBORHOOD GROUP

Established in 1960, SNG is recognized by the City of Minneapolis as the official community engagement organization for the Seward neighborhood, which is bounded by I-94 on the north, the Midtown Greenway on the south, the Mississippi river on the east, and Hiawatha Avenue on the west.

SNG is an aspirational organization. Big ideas guide our work. We are committed to making our neighborhood more vital, equitable, livable, and sustainable – by building relationships, by engaging ALL community members fairly, by promoting equitable and accessible development of the built environment, and by acting as stewards of our natural environment.

SNG organizes community events, projects, and programs; connects residents to important resources; and advocates for policies that improve the lives of Seward residents. Our work is rooted in social justice, community connectedness, environmental consciousness, and the diversity of cultures and worldviews that makes us who we are.

ABOUT THE EXECUTIVE DIRECTOR POSITION

SNG is looking for a passionate, community-focused, and self-directed leader to guide the organization in four key areas:

Equity. SNG aspires to become a multicultural, anti-racist organization at all levels, whose work supports and empowers people in Seward equitably.

Community Engagement. SNG endeavors to engage stakeholders through effective communication, strategic partnerships, and diverse avenues for participation.

Community Infrastructure. SNG works to ensure that Seward’s built infrastructure – commercial and retail amenities, housing, parks, roads, bikeways, pedestrian walkways, etc. – are relevant, accessible, well-maintained, and environmentally sustainable.

Organizational Management. SNG seeks to operate in ways that ensure the long-term health and stability of the organization.

This is a full-time, salaried position that reports to the SNG Executive Committee, is accountable to the SNG Board of Directors and its committees, and is responsive to the Seward community.

KEY RESPONSIBILITIES

1. Equity

- Actively recruit people of color and people from other marginalized groups to leadership roles within the organization and within the community; identify and reduce barriers to participation in all areas.
- Promote a welcoming and anti-racist organization and community that embrace new members and new ideas.
- Educate the organization and the Seward community on systemic racism, sexism, homophobia, ableism, classism, and other forms of discrimination.
- Partner with organizations that engage in multicultural and anti-racist work as well as leaders of local community groups to support community building and community improvement initiatives lead by marginalized people.
- Collect input from diverse community members to create and evaluate SNG initiatives; record and analyze data on participation in SNG initiatives to establish benchmarks and monitor improvements in equity.

2. Community Engagement

- Maintain an active communications committee or advisory group; create an external communications plan in consultation with community leaders and stakeholders; create and enact strategies to engage all community members in SNG activities.
- Engage stakeholders to ensure that SNG is fostering initiatives that meet stakeholder needs and goals.
- Maintain and update a digital presence including a website and calendar that clearly describe SNG goals, initiatives, and accomplishments.
- Build, maintain, and strengthen partnerships with Seward Redesign, Seward Civic and Commerce Association, Seward Towers Corporation, Seward Square, Success Family Housing, Rising Cedar/Touchstone, the City of Minneapolis, MNDOT, MPRB, the Seward educational community, local environmental organizations, etc.
- Facilitate community forums on matters of public interest (e.g. addressing crime in a just way; productive ways to address discrimination; etc.)
- Support existing block clubs and assist with organizing new clubs where none exist, and build partnerships across community organizations to address community-wide issues.

3. Community Infrastructure

- Organize the Seward community to advocate for policies and infrastructure improvements that equitably increase access to the services people need: affordable housing, affordable healthcare, quality transportation options, healthy food, clean water, and more.

- Organize the Seward community to advocate for policies and infrastructure improvements that: work toward reduced climate impact; support safe streets and a bike, walk, and wheelchair-friendly community; and provide green space that is accessible and welcoming to all people.
- Position SNG to act as a key part of the social infrastructure of the neighborhood – i.e. as a community hub and as an aggregator of information and resources for the community.

4. Organizational Management

- Manage all key aspects of the organization: governance; organizational development; program, project, and event development and evaluation; personnel including staff and contractors; finances, fundraising, and contracts; internal and external communications.
- Work with the Board of Directors and Fundraising Committee to develop a plan for sustainable funding for the organization; increase our base of individual donors and develop a monthly giving model; work to preserve and enhance funding from the City of Minneapolis; actively seek out funding opportunities, including grants, that align with SNG mission, goals, and initiatives.
- Review organizational goals, initiatives, personnel, and operations annually.

COMPENSATION

SNG offers the following compensation for this position:

- An annual salary of \$60,000 - \$68,000, depending on qualifications.
- A stipend for healthcare, in addition to salary.
- Generous paid time off.

SUPPORT

SNG is committed to providing the following support for this position:

- An active and engaged Board of Directors that is dedicated to organizational improvement.
- Funds for a part-time support position or to hire independent contractors to assist with administrative duties and/or community initiatives.
- Opportunities for training and/or mentoring that will allow the Executive Director to grow in their role as leader of a non-profit neighborhood-based community engagement organization.

QUALIFICATIONS

The ideal candidate for the Executive Director position will have all or most of the following:

- Experience and/or training in the primary areas of responsibility.
- Demonstrated ability to manage people (e.g. employees, contractors, volunteers, board members, committee members).
- Demonstrated ability to build relationships with a wide range of individuals and organizations (e.g. community leaders, funders, partner organizations, government agencies, etc.).
- Community organizing and leadership experience.
- Excellent communication skills.
- Experience working with diverse communities and a demonstrated commitment to equity and inclusion.
- Connections to and/or experience with the Seward neighborhood.

We are looking for someone who is:

- Enthusiastic, outgoing, patient, and persistent.
- A self-starter and self-directed.
- Team-oriented, with strong leadership skills, a good sense of humor, and a well-developed sense of camaraderie.
- Adventurous and willing to jump into spaces they may not be familiar or comfortable with.

SNG strongly encourages members of the BIPOC and the LGBTQ communities to apply.

HOW TO APPLY

To apply for this position, please send an email to apply@sng.org that includes a current resume, and at least one of the following:

- A cover letter describing your interest in and qualifications for the position.
- A link to a slideshow, video, or audio introduction that addresses your interest in and qualifications for the position.
- A brief (two-page maximum) biography outlining your personal and work history.

Review of applications will begin on September 8, 2020. The position will remain open until filled.

Please address any questions to apply@sng.org. No calls please.

Candidates invited for an interview will be asked to provide references and samples of professional work.