



<b>Job Title:</b>	Vice-President	<b>Job Category:</b>	Executive
<b>Location:</b>	MN	<b>Travel Required:</b>	Up to 15%
<b>Level/Salary Range:</b>	Non-profit with incentives	<b>Position Type:</b>	Executive
<b>HR Contact:</b>	Mainhia Ly	<b>Date Posted:</b>	12/1/2019
<b>Will Train Applicant(s):</b>	Yes-work with board team	<b>Posting Expires:</b>	Until filled

**Applications Accepted By:**

**EMAIL:**

**MNSEI.INC@GMAIL.COM**

Subject Line: Vice-President Position

We are looking for a positive, charismatic, leader who can multi-task and bring innovative ideas to the organization. This person will be the President's right-hand director who will assist in bringing the board's goals to life and managing the Operations of the organization.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- VP will assist in developing mission of organization and policy procedures through development and enforce rules and regulations so the non-profit can achieve its goals
- CO-leading with the President, the VP will conduct daily operations of the organization (i.e. outlining and holding board members and representatives accountable with their duties and responsibilities)
- Serve as second in command-leading in the absence of the President
- Management of operation to ensure all mission objectives are met
- Oversees all Marketing and branding of operations and organization
- Manages website and research resources for solutions to situations
- Engages businesses and community to support cause or mission of organization
- Create fundraising ideas, implement events, and have personal involvement with fundraising activities
- Ensure that all finances are maintained according to state and federal regulations (oversight of each department's budget, allocate budget and redistribute funds that are running over or under budget)
- Collects and complies periodic reports outlining finances and operational successes or failure of organization (reports are submitted on an annual, semi-annual, quarterly basis and suggest improvements to non-profit's performance)

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Critical thinking

Integrity and good ethical behavior

Aptitude for organization

Strategic planning and creativity

Clear communication with respect for diversity and inclusion

Basic accounting skills

Leadership and willingness to take initiative for the best interest of the organization



**PREFERRED SKILLS**

- ✓ Knowledge of nonprofit rules according to IRS and SEC regulations (including tax exempt status of a nonprofit-purpose and nature of organization, filing requirements, distribution of earnings for private benefit, political lobbying, types of financial records and other organization documents, etc)
- ✓ Knowledge of the federal legislation (i.e. Sarbanes-Oxley Act of 2002-anti-fraud requirements for board of directors and officer compensation with provision that board members are personally responsible to assure completeness and accuracy of financial records)
- ✓ Knowledge of social welfare organizations, labor and agricultural organizations and business leagues
- ✓ 4+ years with business operations background
- ✓ 4+ years of corporate structure history
- ✓ 3+ years of nonprofit organization knowledge and/or participation

**BOARD TEAM INCENTIVES**

- ❖ **FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI**
- ❖ **ONE FREE MOVIE TICKET FROM ANY LOCATION PER MONTH (AFTER 60 DAYS ON BOARD)**
- ❖ **ONE FREE DMC CARD PER REGION FOR THE YEAR (AFTER 90 DAYS ON BOARD)-5 TOTAL**
- ❖ **ONE FREE VOUCHER FOR ANY GYM MEMBERSHIP PER YEAR (AFTER 90 DAYS ON BOARD)**
- ❖ **ONE FREE TICKET PER CATEGORY PER CATEGORY FOR AMUSEMENT PARKS PER YEAR (1 MN ZOO ADULT/CHILD/SENIOR/PARKING, 1 VALLEY FAIR ADULT/CHILD/PARKING, ETC))**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	