



Job Title:	Vice-President	Job Category:	Executive
Location:	MN	Travel Required:	Up to 5%
Level/Salary Range:	Non-profit with incentives	Position Type:	Management
HR Contact:	MNSEI.Inc@Gmail.com		
Will Train Applicant(s):	Yes-work with board team	Posting Expires:	Until Filled

Applications Accepted By:

EMAIL:

MNSEI.INC@GMAIL.COM

Subject Line: VP 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
- 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)

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**
- ❖ **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)**

