



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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ❖ 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) 			

