



Associate Director of Programs

MN8 began as a grassroots campaign in August 2016, formed by the families of 8 Cambodian Minnesotans to prevent their detention and deportation by U.S. Immigration Customs and Enforcement. MN8 has grown through the active participation of Asian American grassroots community organizers and people affected by U.S. detentions and deportations of immigrants, expanding its mission to advocate for all Southeast Asian immigrants and refugees facing unjust detention and deportation. We believe those who are most impacted must have power, voice, and resources for change to happen.

POSITION SUMMARY

The Associate Director of Programs oversees the planning, implementation and evaluation of MN8's programs, working to increase the power, impact, and reach of MN8's Southeast Asian community in the Twin Cities and rural Minnesota. This position is responsible for the growth and development of MN8's programs and strategies, in alignment with MN8's 10 year strategic framework and overall mission, vision and values. This position will provide cross-team insight and coordination, developing tools, processes and practices to grow the strength and power of The organization. In addition, this role will help to maintain and deepen key relationships with decision-makers and institutions that are essential to MN8's success. This position requires an organized big picture strategist who is adept at coaching and supporting staff, leading complex processes and proactively assessing challenges and opportunities. Additionally, as a member of the Leadership Team, the Associate Program Director works with the Executive Director and team members to help staff members continually develop in their jobs, build and maintain a productive, supportive, and equitable organizational culture, and contribute to the organization's strategic goals.

- **Reports to:** Executive Director
- **FLSA Classification:** Exempt, full time position with full benefits
- **Location:** Mostly remote with occasional work in our Saint Paul, MN, office (This position requires travel and work outside of normal business hours)
- **Compensation:** \$60,000 - \$70,000

Responsibilities

Organizational Leadership and Management (25%)

- Participate on Leadership Team and convene ongoing Programs Team meetings
- Supervise and support program staff
- Shape and guide implementation of program plans that include goals, objectives and outcomes, and have accompanying budgets



- Work with Executive Director and Associate Director of Administrations to invest in ongoing staff development in line with MN8's analysis, strategies and vision and support organization-wide team building
- Work with the MN8 development team to analyze and write proposals and reports to meet various purposes, including grants, funder reports, e-newsletters, press releases and public letters, etc.
- Provide strategic leadership to program staff and help organization ensure progress and impact are made towards short-term and long-term goals
- Represent MN8 and our interests in key partnerships/coalition
- Support organizational planning processes

Programming (50%):

- Provide programmatic oversight on fidelity to MN8's mission and vision, theory of structure and culture
- Prioritize and lead cross-program evaluation, assessment, reflection and continuous improvement and advancement of MN8's 10 year strategic framework
- Weave together and identify opportunities across programs so no program, team or staff are working in silos
- Identify, co-create and deliver curriculum, tools and training that support needs across programs and teams, including supporting internal and external facilitators and trainers
- Attend to and elevate opportunities, challenges and political moments in the broader landscape with Executive Director and other staff
- Provide leadership for MN8 to focus on increasing social justice leadership capacity
- Work with staff to build increasing network engagement in year-round cycle of policy advocacy & civic engagement, for ongoing power building
- Ensure cross-program strategic and effective utilization of tools, systems and data, including MN8's CRM, to maximize stewardship and engagement of our community
- Lead program planning and evaluations that helps staff proactively make meaning and make adjustments to have impact and build movement

Operations (25%):

- Manage contracts related to program
- Plan and manage program budgets
- Work with staff to ensure activities are supported appropriately
- Follow MN8 policies and procedures to ensure organizational compliance
- Build and support organizational learning
- Coordinate support across the organization to ensure organizational success
- Lead staff trainings/discussions as needed



- Provide communications support to ensure a power narratives represent cohesion across the organization
- Support events as needed
- Help to strengthen organizational infrastructure and capacity
- Work closely with the MN8 staff to manage brand inquiry and interest in MN8's work
- Assist the Executive Director (when needed and requested)
- Support Board and special committees formed

TO APPLY

Email your resume, cover letter, writing sample, and 3 references to montha@minnesota8.org. Applications will be accepted until January 27, 2023.

MN8 is an equal opportunity employer. MN8 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color religion, age, sex, national origin, disability statues, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

We celebrate our rich diversity and are committed to creating an inclusive environment for all employees.