

## Job Description

### Executive Director

<b>Our Offer to You</b>	<ul style="list-style-type: none"> <li>- <b>12 months initial contract</b>, with a strong likelihood of renewal</li> <li>- <b>Part-time (0.8 FTE)</b> equivalent to 4 days per week</li> <li>- <b>Hybrid working</b>, twice a week, plus essential in-person days</li> <li>- <b>Flexible start/finish times</b> (core hours are 10am-4pm), maintaining a <b>positive work-life balance</b>, while still meeting the needs of SEEAC, our funders, and the communities we support</li> <li>- <b>Time off in lieu (TOIL)</b> for evening/ weekend events</li> <li>- <b>State and private pension contributions</b></li> <li>- <b>Meaningful strategic influence</b>, including the authority to shape organisational structure and culture alongside the Board</li> <li>- <b>Guaranteed quarterly Board-ED strategy sessions</b></li> <li>- <b>Board-supported space for innovation and new ideas</b></li> <li>- <b>A commitment to ED-led organisational strategy refresh</b></li> </ul>
<b>Salary</b>	Up to £50,000 per annum FTE, pro rata, depending on experience and how closely the candidate meets all the essential criteria
<b>Annual Leave</b>	28 days including bank holidays, pro rata
<b>Location</b>	Hybrid working, with a blend of remote working and in-person days at SEEAC's Office in East London;
<b>Report to</b>	Board of Directors
<b>Responsible for</b>	Seven staff and managers

#### Job Purpose:

The Executive Director (ED) provides strategic, operational, and organisational leadership to advance the mission, cultural identity and long-term goals of the organisation. Working in close partnership with the Board of Directors, the ED oversees programmes, finances, fundraising, staff, and high-level external relationships to ensure SEEAC's sustainability, effectiveness, and integrity.

The ED leads the strategic development of the organisation, strengthening the bridge between frontline service delivery, cultural representation, and policy influence. They play a central role leading SEEAC's next phase of organisational development, in expanding SEEAC's public profile, deepening donor and corporate partnerships, including those with links to East and Southeast Asia—and diversifying income sources and grants from trusts and foundations—securing the resources needed for long-term growth. The ED supports staff to deliver high-quality work, while fostering their professional development and wellbeing, and leads teams in strengthening SEEAC's internal processes.

The role includes responsibility for operational and financial management, fundraising strategy, as well as ensuring compliance with all legal and regulatory requirements. The ED is a member of SEEAC's Board of Directors and is accountable to this Board. The Chair—or where appropriate, another Director formally delegated by the Board—acts as the ED's primary point of support and supervision on behalf of the Board.

## **Key Responsibilities**

### ***Strategic Leadership***

- Lead the development and implementation of SEEAC's strategies and plans, making executive decisions that guide organisational operations and direction.
- Guide, support, and collaborate with the management team to ensure all programmes, activities and operations align with the organisation's mission, vision, and values.
- Provide regular updates and strategic recommendations to the Board of Directors to support effective governance and decision-making.
- Exercise delegated authority from the Board to make operational, financial and staffing decisions within agreed limits, ensuring timely and effective leadership of the organisation.

### ***Organisational Management***

- Plan and oversee day-to-day operations of SEEAC in line with its strategic direction.
- Develop and strengthen organisational infrastructure in collaboration with the management team, including internal policies, financial systems, and human resource management processes.
- Provide leadership and support to the staff and volunteers to ensure high-quality delivery of work, well-being, and ongoing personal development.
- Line-manage, empower, and coordinate the management team.
- Oversee people management in all aspects.
- Foster a positive, inclusive, collaborative and mission-driven organisational culture, working with staff, volunteers, communities and partner organisations.
- Work closely with the management team to ensure effective programme and resource management.

### ***Financial and Compliance Oversight***

- Lead the development and management of the annual budget, financial reviews, accounting processes, and statutory reporting in collaboration with the Board and the management team.
- Ensure robust financial accountability practices, including accurate reporting and internal controls, and timely financial monitoring.
- Oversee audits, financial planning, and organisational risk management.
- Lead financial forecasting to anticipate future income, expenditure, and risks, providing the Board with clear analysis to support strategic decision-making and long-term sustainability.
- Ensure full compliance with all legal, regulatory, and ethical requirements relevant to SEEAC's operations, including but not limited to UK employment law, GDPR, safeguarding.

### ***Fundraising and Resource Development***

- Lead the development and implementation of SEEAC's fundraising strategy and systems needed to secure income, working closely with the management team and Board.
- Oversee the preparation of high-quality fundraising proposals and maintain effective communication with funders, donors and sponsors.
- Drive the diversification of income streams and cultivate long-term, values-aligned donor relationships, ensuring ethical fundraising practices and a sustainable funding base for SEEAC's future growth.

## ***External Relations and Advocacy***

- Drive the next phase of SEEAC’s growth by integrating service-delivery and community insights into a stronger, more confident advocacy agenda that amplifies community voices and informs policy positions and strategic influence.
- Lead SEEAC’s partnership-building and stakeholder engagement to support collaborative programme delivery, advocacy, and fundraising.
- Oversee SEEAC’s policy positions and advocacy priorities, coordinating with partners and representing the organisation within relevant coalitions to ensure coherent, strategic and mission-aligned influence.
- Oversee the development and implementation of SEEAC’s communications strategy—including media relations, public relations, corporate messaging, and communications protocols—in collaboration with the management team and communications officer.
- Represent SEEAC publicly to cultivate strong relationships with high-level stakeholders such as funders, partners, and policymakers, and community leaders.
- Serve as SEEAC’s primary representative and spokesperson, including in collaboration with other members of the Board, building and sustaining trusted relationships with donors, partner organisations, and relevant government agencies.
- Enhance SEEAC’s visibility, credibility, and impact through strategic public engagements and media outreach.

## ***Board Relations and Governance***

- Support and collaborate with the Board to ensure effective governance, including providing high-quality reporting and data to inform the Board’s strategic and collective decision-making.
- Act as primary liaison between the Board and staff, lead the preparation of Board papers, etc.
- Lead and oversee statutory filings with Companies House.
- Assist the Board of Directors with Board development, recruitment, induction and other governance-related administrative needs, including serving as Board secretary.
- Enable and facilitate the participation of members of the Board in promoting SEEAC, in partnership work, funding relationship and income generation activities.

This job description outlines the broad range of responsibilities associated with the role and is not exhaustive. Duties may evolve in response to organisational needs.

## **Person Specifications**

### **<Essential>**

1. **Five to ten years of executive/senior-level leadership experience** within a charitable, non-profit, community-led, or mission-driven organisation, with a proven ability to lead teams, shape strategy, work alongside Boards, and steward organisational growth.
2. **Demonstrated success in fundraising and donor management**, including significant experience in securing multi-year core grants—preferably above £500,000—from trusts and foundations, cultivating long-term donor relationships, and developing innovative and sustainable multipronged income strategies.
3. **Previous experience raising an organisation’s public profile**, with the confidence and ambition to represent SEEAC publicly, strengthen its visibility, and position it as a leading voice on issues affecting East and Southeast Asian (ESEA) migrant communities and people in the UK with an ESEA heritage.

4. **Experience setting up of UK non-profit organisations and high level of understanding of legal and regulatory compliance**, relating to Community Interest Companies (CICs) and/or Charitable Incorporated Organisations (CIOs).
5. **Strong financial literacy**, including experience overseeing and building budgets, financial planning, forecasting, and compliance with UK regulatory requirements for CICs and/or CIOs.
6. **Proven ability to bridge service delivery with cultural identity and representation**, ensuring programmes, advocacy, and public messaging reflect both community needs and the richness of ESEA cultural narratives.
7. **At least 3 years' experience engaging UK corporate partners, ideally including those with links to East and Southeast Asia**, and the ability to articulate SEEAC's mission in ways that resonate with corporate social responsibility and diversity agendas.
8. **Proven people-management experience**, with a collaborative leadership style, emotional intelligence, and the ability to support, motivate, and develop staff; experience of managing remote teams, including confidence in using digital tools and project management platforms, desirable. Good knowledge of employment law & regulations on people management is a plus.
9. **Exceptional strategic & analytical thinking**, with high levels of integrity and professionalism.
10. **Excellent written and verbal communication skills**, including previous experience of being a media spokesperson and/or an advocate in public spaces;
11. **Advanced knowledge of UK public policy** in at least one relevant area: migrant and refugee rights, employment and labour rights, identity-based discrimination, or issues at the intersection of migration, human rights, and social justice.
12. **At least 3 years' experience of organisational governance at Board level**, or direct working with non-profit Boards, with an understanding of effective governance practice.
13. Involvement in networks within ESEA communities; **able to speak one ESEA language**, and/or be from an ESEA heritage.
14. **Deep commitment to SEEAC's mission and values.**

<Desirable>

- Strong network in the charity and voluntary and grant-making sectors in the UK, particularly in London and Southeast England;
- Relevant higher-education qualification in a field connected to SEEAC's mission.
- Experience working directly with vulnerable adults or fostering strong trauma-informed and care-centred practices, ensuring safety and wellbeing for clients and staff.
- Experience working with East and Southeast Asian (ESEA) communities in the UK.
- Lived experience of issues affecting migrants, refugees, people seeking asylum, or their families—applicants with such lived experience are strongly encouraged to apply.

*We are committed to reflecting the communities we serve. We particularly welcome applications from people of ESEA backgrounds. All appointments will be made on merit, in line with the Equality Act 2010.*

*SEEAC requires applicants to have the right to work in the UK. We are unable to sponsor a work visa.*

**Please note that names of shortlisted applicants (only) will be shared with SEEAC's Board of Directors, and by sending in your application, you consent to this.**

Please send in your CV (maximum 3 pages) and a cover letter detailing how your skills and experiences align with the essential requirements for this role **by 19 June at 9am** (UK time) to [jobs@seeac.org.uk](mailto:jobs@seeac.org.uk).