



## Join the Growth of Seed St. Louis and Cultivate Change

*Impact food access across the region by helping us build a new food demonstration garden and mission center. Be part of something bigger.*

**Position:** Chief Operating Officer

**Classification:** Full-time (hybrid), Exempt

### **Competitive Compensation and Benefits Package:**

- **Salary:** \$60,000 to \$70,000
- **Benefits:** Comprehensive benefits package including healthcare, dental, short-term disability, retirement, and life insurance
- **Work-Life Balance:** Generous paid time off

**Position Summary:** As the Chief Operating Officer of Seed St. Louis, you will play a pivotal role in overseeing the organization's day-to-day operations, financial management, and strategic growth. Collaborating closely with the Chief Executive Officer, you will ensure the effective execution of programs, drive operational excellence, and advance the mission of Seed St. Louis.

### **Why This Role Matters:**

- **Drive Positive Change:** As the Chief Operating Officer of Seed St. Louis, you will be at the forefront of propelling positive change in our community. This role offers a unique opportunity to contribute to the development and growth of an organization dedicated to creating a more sustainable and empowered future for our city.
- **Shape the Future:** Seed St. Louis is on the verge of an exciting phase of expansion, poised to broaden its programs and operational capacity. Join us as an influential team member and actively participate in shaping the future of our organization. You'll lead efforts to centralize operations at our dynamic Delmar

Divine headquarters and pioneer the establishment of a new food demonstration garden and mission center. Your leadership will be instrumental in guiding this transformative journey, making a lasting impact on our community and advancing the mission of Seed St. Louis.

**Expected Hours of Work:** Flexible, hybrid schedule, normally Monday through Friday. Some weekday evenings and weekend hours are required as needed for meetings and special events.

**Reports to:** Chief Executive Officer

**Expected Start Date:** January 2025

### **Seed St. Louis**

- **Mission:** To empower people and communities to grow food
- **Vision:** Equitable access to fresh healthy food throughout the St. Louis region
- **Purpose:** To provide the community with the education, resources, and a network to grow their own food

### **Essential Functions:**

- **Strategic Leadership:** Collaborate with the Chief Executive Officer and leadership team to develop and implement the organization's strategic plans and objectives.
- **Financial Management:** Work closely with the Chief Executive Officer to manage the organization's finances and budgets, ensuring fiscal responsibility and cost-effectiveness.
- **Operational Oversight:** Ensure the efficient functioning of all aspects of Seed St. Louis's operations, including program development, implementation, and evaluation.
- **Program Management:** Oversee program development and associated grant funding, including the preparation of grant applications and grant reporting.
- **Risk Management:** Identify and mitigate operational risks, including compliance issues, to safeguard the organization's interests.
- **Vendor and Supplier Management:** Establish and maintain relationships with external partners, vendors, and suppliers to support the organization's mission.

- **Collaborative Partnerships:** Develop and maintain collaborative partnerships within the community to expand the reach and impact of Seed St. Louis.
- **Compliance:** Ensure that the organization complies with all relevant regulations and industry standards.

### **Qualifications and Skills:**

- **Passion for the Mission:** A strong commitment to Seed St. Louis's mission and values.
- **Education:** A bachelor's degree in a relevant field is required, and an MBA or advanced degree is preferred.
- **Experience:** A minimum of 5 years of senior-level management experience, with a proven track record in nonprofit or community development roles.
- **Leadership:** Strong leadership and management skills are essential, as you will be responsible for guiding and motivating a diverse team.
- **Strategic Thinking:** Ability to think strategically, plan for the future, and make decisions that align with the organization's mission.
- **Financial Acumen:** Familiarity with financial management principles and the ability to manage budgets effectively.
- **Team Building:** Experience in building and leading high-performing teams.
- **Community Engagement:** Strong community engagement skills, including networking, partnership building, and public speaking.
- **Problem-Solving:** Proficiency in identifying and addressing complex operational challenges.
- **Collaboration:** Demonstrated ability to collaborate with diverse stakeholders to achieve shared goals.

### **Travel:**

Frequent local travel throughout the St. Louis metropolitan area.

### **Work Authorization:**

- Must be at least 18 years of age
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986
- Must complete a Missouri State Highway Patrol Background Check

**EEO Statement:**

Seed St. Louis does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information, or any other basis prohibited by applicable law.

**Accommodations:**

Seed St. Louis is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact [info@seedstl.org](mailto:info@seedstl.org)

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To apply please send a cover letter and resume to [info@seedstl.org](mailto:info@seedstl.org) with the subject line **Chief Operating Officer and your name**. Please **do not call regarding this open position**.**

**Please visit [www.seedstl.org](http://www.seedstl.org) to learn more about our organization.**

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