



Executive Director Position Profile

Organizational Overview

Over the last four decades, the seed industry has rapidly consolidated. Much of our commercial seed is now owned and managed by a small number of transnational firms. Intellectual property practices (e.g., utility patents on seed) stand out as a major cause. This control has stifled innovation in plant breeding and has created barriers to improving the availability and integrity of organic seed.

OSA works to address consolidation through regional seed networks that result in transformative change at the national level. Our collaborative research projects emphasize diversity, ecology, and shared benefits. Our educational efforts build the base of knowledge necessary for stewarding seed and enhancing diversity through on-farm plant breeding and seed production. And our policy advocacy work centers diversity, equity, health, and the public interest in promoting organic seed while simultaneously confronting threats to genetic integrity and growers' rights. Our work is highly collaborative; we prioritize partnerships with organizations and individuals aligned with our mission, and we convene spaces where diverse viewpoints can be expressed and explored.

The mission of OSA is to put the power of seed into the hands of growers. Our work promotes an abundant and diverse supply of organic seed, tended in perpetuity by skilled and diverse communities of seed stewards. To advance this mission, we serve growers working with seed across the U.S. through three program areas: 1) collaborative research on crop improvement and seed production for organic systems, 2) education on the agronomic, economic, and socio-political elements of seed work, 3) legal and cultural advocacy toward policies that support organic agriculture and farmers' rights to save seed. We invite you to consider a role in helping us transform, evolve, and grow the impact of our work.

The Executive Director is directly responsible for positioning OSA as the key service organization advancing the use and development of organic seed in the US through research, education, and advocacy programs. The Executive Director provides strategic leadership and management to a complex set of organizational activities, including, but not limited to maintaining and enlivening the organization's mission, ensuring operational and financial sustainability, growing organizational capacity and culture, seeking new opportunities, and anticipating problems. The Executive Director brings together a staff and board drawn from diverse backgrounds and experiences that contribute a range of skills and knowledge to the success of OSA. The Executive Director directly supervises program directors, coordinates work-plan development for the entire staff and supports their professional development.

About the Position

We are seeking a professional passionate about OSA's mission; ready to embrace the opportunity to provide fresh leadership to an evolving organization; committed to equity and accountability as an individual and an organizational leader; and enthusiastic about building community around organic seed regionally, nationally, and virtually.

Duties and Responsibilities

1. Overall Business Operations

- Provide strategic oversight of all the organization's operations and functions.
- Collaborate with staff to develop an annual work plan to guide day-to-day operations and achieve mission impacts.
- Develop organizational budget and oversee finances in collaboration with the Board of

- Directors, financial manager, and leadership team.
 - Support staff development and execution of program and capacity building initiatives.
 - Promote a strategic and supportive board of directors to advance the organization's functions.
 - Oversee fulfillment of current strategic planning goals including development of mission impact metrics, financial strategy, and organizational development, as well as lead future strategic planning initiatives.
2. Development
- Provide leadership of development and fundraising campaigns to build organizational capacity and support programs.
 - Ensure oversight, compliance, and appropriate reporting on grant agreements and legal requirements for recordkeeping involving donations and grants.
 - Actively pursue, cultivate, and diversify the organization's funding sources.
 - Develop and execute a strategy to increase unrestricted funding adequate to hire development staff.
 - Take lead role in cultivating relationships with donors and foundations; develop foundation grant proposals in collaboration with program directors.
3. Community Relations
- Promote and strengthen working relationships with other related nonprofits, universities, agricultural businesses/farmers, clients and governmental agencies/officials.
 - Optimize the skills and knowledge of staff to further the mission of the organization.
 - Ensure the organization has clear and obtainable marketing and outreach goals to fulfill the programmatic mission of OSA.
 - Provide strategic support of public messaging and outreach program
4. Board Relations
- Develop and monitor budget; consistently keep Board members informed and suggest alternatives and solutions to financial challenges.
 - Successfully engage the Board in fund development activities.
 - Provide policy direction, prepare materials for Board analysis and consideration in a timely manner.
 - Develop organizational procedures to carry out Board policy.
 - Engage Board in organizational development.
 - Coordinate Board activities with help from staff.
 - Work with Board in recruitment and orientation of new directors.
5. HR/Staff Relations and Workplace Culture
- Supervise and monitor program director performance and satisfaction, and ensure that organizational policies on psychological safety are honored
 - Coordinate Human Resources consultant's support of organizational development; ensure staff access to the consultant and monitor HR capacity needs.
 - Monitor implementation of personnel policies and procedures, including DEI training and commitments, in collaboration with the HR Consultant.
 - Oversee the development of optimal staffing plans including the hiring and dismissal processes.
 - Lead annual reviews of program directors and support their efforts to lead performance evaluation and goal setting for staff.
 - Encourage program directors' professional development and support meeting professional development needs of staff.

Location: Remote with oversight of OSA Headquarters in Port Townsend, WA 98368 and staff

operations in other states, currently California, Wisconsin and Michigan.

Reporting To: OSA Board of Directors

Qualifications:

- Bachelor's degree or equivalent training/certification in business, education, agriculture, policy advocacy or related field required.
- Advanced degree, ideally in non-profit management, finance, accounting, business/organizational development, or OSA program area preferred.
- 5 or more years of senior-level management experience in a similar organization required; 10 or more years preferred.
- Significant experience in fundraising and/or donor relations required.
- Significant experience in nonprofit management under the leadership of a board of directors required.
- Demonstrated leadership and management skills required with a preference for staff capacity management, financial management, and/or organizational development.
- Education or training in organizational development and structures, with emphasis on DEI and collaborative leadership models preferred.
- Strong written and oral communication skills required.
- Strong computer and technology skills required; experience in Microsoft Office, Google suite and donor database systems preferred.
- Strong situational leadership skills ranging from task management to strategic leadership.
- Ability to keep calm and efficient under pressure and in crisis.
- Highly organized and able to manage multiple, ongoing projects.

Compensation and Benefits:

- Values-based work culture, dedicated to diversity, equity, and inclusion
- Exempt, full-time regular employment with flexible work location
- \$82,000 annual salary baseline with opportunities for growth
- Eligible for paid time off (minimum 23 days per year) and sick leave
- Monthly phone (\$50) and health insurance (\$375) stipend
- Employer match of retirement savings (approx. \$2,000/year)

Equal Opportunity and Diversity

OSA is an equal opportunity employer. We do not tolerate discrimination or harassment of any kind based on an individual's sex, race, color, sexual orientation, gender identity, hair texture and hair style, national origin, religion, age, marital status, veteran's status, disability, genetic information, or any other characteristic or status protected by state, federal or local law. Pursuant to the Americans with Disabilities Act, OSA will make reasonable accommodations of working conditions or methods to perform the duties of the position.

Our organization is anchored by values that guide our efforts to enhance the diversity, equity and inclusivity of our programs and organization. As we work toward our vision of ethical seed systems, we renew our commitment to grow a diverse and inclusive team of staff, board, contractors, and partners. As we celebrate the life-sustaining diversity of seed crops in our research fields, we also honor the many individual and intersectional differences that enrich our myriad seed community.

TO APPLY: Email a cover letter describing how you would advance OSA's mission and a resume to EDsearch@seedalliance.org including your last name in the file name of each email attachment. Deadline is 5 p.m. Pacific Time on **September 12, 2023**.