



## **Chief of Staff + Vice President of Administration**

### **Job Description**

**Full-time, Exempt**

**Reporting to: President + CEO**

Updated: March 2024

The *Chief of Staff+Vice President of Administration* is responsible for the overall smooth operation of SEEDS, for the successful management of all staff functions within the organization, and for identifying and implementing strategies to ensure the long-term success and sustainability of SEEDS. This position oversees all facets of HR in cooperation with the Manager, HR and Administration, is responsible for the organizational structure, and creating systems that ensure the greatest possible efficiency within the office. They support the department directors in all aspects of their jobs particularly with respect to management. The Chief of Staff+Vice President of Administration serves as primary liaison to legal counsel and all third-party vendors directly related to operations and management.

The Chief of Staff+Vice President of Administration meets regularly with the President+CEO to ensure SEEDS' priorities and concerns receive quick, productive attention and ensures the President+CEO is always alerted to significant risks.

The Chief of Staff+VP of Administration oversees the biweekly, full staff meetings and is a member of the internal Leadership Team, which consists of the President+CEO and all VPs, Directors and the Manager, HR and Administration. This person will partner in the planning of, and lead in the preparation for, all Board of Trustees meetings, serve as the primary liaison to the Committee on Trustees and the co-liaison to the Finance and Administration Committee, and assist with the oversight and management of other committees as needed, including serving as liaison in the absence of an assigned staff member. This position reports directly to the President + CEO.

### **About SEEDS**

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back to the community. With 160 students per year and more than 3,200 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

## **Primary Responsibilities**

In cooperation with senior staff and members of the finance and administration team, find opportunities to create and maintain a positive office culture and foster the development of a productive and engaged community.

### ***Finance Controls Management***

- Supervise the VP of Finance
- In cooperation with the VP of Finance, ensure the efficient, inclusive creation of a responsible annual budget that maximizes SEEDS' potential to serve its mission and advance strategic planning goals, and regularly monitor the organization's performance against these goals.
- Oversee Budgets: Guide budget building for future years, fiscal year spending, and reporting mechanisms.
- Supervise monthly financial reports, including overall financial health dashboard, statements of financial position, statements of activities, and cash on hand.
- Projections: build projections in concert with the VP of Finance and VP of Development on a monthly basis for second half of FY.
- In cooperation with the VP of Finance, receive and revert to the board regular reports on the endowment and the investments.

### ***Human Resources***

- In cooperation with the Manager of HR and Administration, ensure the success of the HR initiatives for SEEDS, including but not limited to: job descriptions, hiring and onboarding; staff development and training; performance management; revising and editing employee handbook; lead any legal matters pertaining to HR; oversee and be present for all matters that require documentation, corrective action, liability or dismissal.
- Execute all facets of the annual staff review process in a timely and consistent manner from concept through formal review. Ensure that senior staff are aware of their management responsibilities and properly prepared to be effective managers of their teams.

### ***Supervision***

- Manage and coach all employees at the VP level.
- Manage the Leadership Team, both independently and in cooperation with the President.
- Lead and manage the Finance and Administration department at SEEDS, including all ad hoc member who may be direct reports.

- Oversee and manage the bi-weekly SEEDS staff meetings to effect communication, skills development, teambuilding, and community growth.
- Establish a cadence for meeting with the Leadership Team, and other direct reports, that is consistent, productive, and measurable. Be available to check-in with staff and coach them on navigating their position and the SEEDS universe.

### ***Operations and Logistics***

- Serve as primary oversight for all vendors and organization contracts, even those that are not directly engaged in overarching productivity. Set a regular schedule to review and assess vendors with the internal vendor manager. Some specific and critical vendors that fall directly under this position, include:
  - Legal counsel (co-managed with President + CEO);
  - IT (in both the main office and at site schools when necessary);
  - Landlord and building management.
- Serve as associate manager of all major events, in partnership with Development Officer for Special Events, to ensure budget compliance, milestones are met, and planning is professional and consistent with respect to the SEEDS calendar and brand.
- In cooperation with senior staff and members of the finance and administration team, find opportunities to create and maintain a positive office culture and foster the development of a productive and engaged community.

### ***Board Relations***

- Work closely with SEEDS' board administrator to serve the needs of, and ensure the success of, the Board of Trustees, which includes:
- Create and get approval for annual slate of board and committee meetings;
- Regularly check in with board committee liaisons to ensure timely, thorough and professional preparation for all committee meetings;
- Serve as primary liaison for the Committee on Trustees;
- Serve as interim and co-liaison for all other committees as needed;
- Ensure timely preparation and delivery of relevant and interesting board meetings, which may include agenda preparation, managing outside speakers and facilitators, tracking attendance, creating advance notes for Trustees, ensuring meeting locations and materials.
- Responsible to ensure the creation of the annual Management Report, which serves as a summary of committee goals in a fiscal year and includes a broad snapshot of SEEDS at the end of its fiscal year.

### ***Important Considerations***

- This position requires:
  - Work on some weekends and evenings including occasional visits to Saturday sites. At least one visit to each SEEDS summer site are mandatory
  - Availability during summer boarding programs
  - Occasional overnight travel (reimbursed)
  - A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
  - Use of a personal cell phone (partially reimbursed)

### **Qualifications:**

- BA (required), Masters in related field (a plus)
- A minimum of five years of progressively responsible experience in organizational management, human resource leadership or other relevant senior level experience
- Must bring experience effectively managing staff and organizational systems, and have a demonstrated ability to oversee, understand, and effectively manage and communicate in complex situations
- Must embrace the mission of SEEDS and express a strong belief in, and understand the value of, a top-notch education
- Must possess excellent oral and written communication skills and the ability to compellingly articulate the SEEDS' mission to individuals and groups

### **To Apply**

Send resume and cover letter in an email with the subject line "Chief of Staff + Vice President of Administration" to [mbaez@seedsaccess.org](mailto:mbaez@seedsaccess.org).

We encourage and support diversity and inclusion in our workplace. SEEDS – Access Changes Everything aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.