



Chief of Staff

Job Description

Full-time, Exempt

Reporting to: President + CEO

Updated: October 2024

The **Chief of Staff** is responsible for the overall smooth operations 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 the organization. This position oversees the Executive Leadership Team and serves as a strategic partner 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.

Responsibilities Include:

- Oversee the daily operations and internal functioning of the organization, represent the organization at events, and represent SEEDS leadership at academic sites.
- Manage the Executive Leadership Team, both independently and in cooperation with the President + CEO. The Executive Leadership Team includes the VP of Finance & Administration, VP of Programs & Guidance, VP of Admissions & Placement, and Senior Director of Development.
- Ensure appropriate oversight, management and success of all student and family facing work, which primarily includes to work of Admissions, Programs, Placement and

Guidance, inclusive of ensuring the safe curation and management of all records and intellectual assets.

- Oversee the growth plan for College Scholars in coordination with the President + CEO, and be prepared to give status reports to the board and funders as needed.
- Ensure the coverage and completion of leadership and management responsibilities in the absence of a Vice President or Director.
- In partnership with the President + CEO ensure SEEDS' priorities and concerns receive quick, productive attention.
- In cooperation with the President + CEO, monitor and advance the strategy and plans for growth and eventual expansion of SEEDS Programs, inclusive of recruitment, admissions, programs, placement, guidance, and all curriculum and intellectual materials.
- In collaboration with the Executive Leadership Team, ensure smooth functioning of their respective teams through coaching, feedback, and guidance. Serve as a thought partner and strategic guide on priorities and projects.
- Direct HR functions, in partnership with the VP of Finance & Administration and their team, including drafting job descriptions; overseeing hiring, onboarding, and orientation; promoting staff development and training; managing performance evaluation processes; revising and editing employee handbook; and handling HR issues that require documentation, corrective action, liability, or dismissal.
- Ensure that senior staff are aware of their management responsibilities and properly prepared to be effective managers of their teams.
- Work closely with SEEDS' board administrator to serve the needs of, and ensure the success of, the Board of Trustees, including:
 - Manage the planning of, and lead in the preparation for, all Board of Trustees meetings including agenda preparation, managing outside speakers and facilitators, tracking attendance, creating advance notes for Trustees, organizing meeting locations and materials.
 - 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;
 - Create the annual Management Report, which serves as a summary of committee and department goals in a fiscal year and includes a broad snapshot of SEEDS at the end of its fiscal year.
- Collaborate on the weekly Executive Leadership Team meetings, as well as the biweekly, full staff meetings to ensure communication, skills development, teambuilding, and

community growth. Track agenda items and provide follow up for projects and priorities.

- Serve as primary liaison to legal counsel and all third-party vendors directly related to operations and management.
- Be available to check-in with all staff and coach them on navigating their positions and the SEEDS universe. Serve as a sounding board and mediator for interoffice issues.
- Create opportunities to maintain a positive office culture and foster the development of a productive and engaged community.

Important Considerations

- This position requires:
 - Work on some weekends and evenings including occasional visits to Saturday sites and at least one visit to each SEEDS summer site (both in and out of state) are mandatory
 - Work in the office for a minimum of three days a week, inclusive of Monday and Wednesday (subject to change)
 - 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 (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 have an understanding of, and experience with, operational budgets and financial statements to work in collaboration with the director of finance
- 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

COMPENSATION

- The salary for this position starts at \$130,000
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-matching component

To Apply

Send resume and cover letter in an email with the subject line “Chief of Staff” to Maralyn Baez at: 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.