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Director of Operations Job Description

About Global Growers: Global Growers Network is a 501c3 nonprofit organization based in Decatur, GA that partners with people from diverse cultures to grow fresh food for their families and for local marketplaces. Together, we build and sustain networks of growers, land, resources, and markets in order to create a more equitable food system that is driven by cultural diversity, inclusive economies, and regenerative agriculture practices. We partner with more than 300 talented growers from diverse backgrounds and operate 9 farm and garden sites in the suburbs east of Atlanta. We also recently acquired a 23-acre farm in Rockdale County. Global Growers Network maintains a friendly, flexible, and casual work environment.

Position Summary: The Director of Operations will ensure the smooth, safe, and efficient administrative operations and fundraising for Global Growers. The position is responsible for daily operations management and fundraising, including human resources, financial resources, and support for the Board of Directors. The Director of Operations is responsible for overseeing the creation, implementation, and improvement of processes that enhance collaboration and efficiency between and across teams. The Director of Operations acts as a second in command and works closely with the Executive Director to advance the mission of the organization. This position will report to the Executive Director and manage the Operations Coordinator, a part-time Special Projects Manager, and several contractors, including an external fundraising team. Throughout 2023, we plan to transition fundraising and finance responsibilities from contractors to full-time staff that will report to the Director of Operations.

Candidate Vision: The ideal candidate for this position is an energetic self-starter who is skilled at managing people, systems, and processes. The candidate is a problem solver who executes their duties with exceptional attention to detail and has a high degree of emotional intelligence and collaboration. The ideal candidate will bring critical and strategic thinking, operational and IT expertise, and exceptional organizational skills. Global Growers Network is committed to building a multicultural and multilingual organization with diverse perspectives that will allow us to deepen our impact, especially in serving new Americans and people of color. We especially value candidates who identify with the communities we serve (refugees, immigrants, people of color, low-wealth). The candidate feels a connection to our mission and should be focused on building a culture of equity, transparency, and continuous improvement in service of our organizational mission and goals.

Responsibilities

Finance/Accounting

- Plan, organize, direct, and monitor Global Growers Network's general accounting, fiscal record keeping and reporting, and budget development.
- Manage annual audit process with the board finance committee and contracted accounting firm.



Human Resources

- Manage employee payroll.
- Manage employee relations with a focus on equity, learning, and high performance (including recruiting, performance management, reviews, onboarding, training, compensation, insurance coverage, policy updates, grievances, and separations).
- Design performance management processes to foster a culture of learning, improvement, and high performance. Collaborate with supervisors to establish staff performance goals that are aligned with the goals of the organization.
- Equitably develop and manage vendor and contractor relationships, as needed, to support finance, operations, development, and programmatic functions.
- Cultivate an organizational culture that supports Global Growers' purpose, vision and mission.

Office and Operations Management

- Equip staff with necessary supplies and technology.
- Ensure facilities are in compliance with lease agreements, utility requirements, and licenses/registrations (including office and Rockdale County farm).

Grants Administration

- Manage contracted grants manager.
- Lead hiring of a full-time Grants Specialist (to replace contracted grants manager).
- Ensure all grant reports are submitted in a timely manner and impacted staff members are informed of key deadlines and deliverables in advance.
- Manage grants budgets.

Fundraising

- Manage relationship with contracted fundraising team in collaboration with Board Development Committee.
- Later in 2023, lead hiring of a full-time Development Manager (to replace contracted development consultants).
- Represent Global Growers in cultivation and stewardship conversations and meetings with donors and prospective donors.

Miscellaneous

- Supervise the Operations Coordinator and part-time Special Projects Manager.

Qualifications and Experience Requirements: *Work, volunteer, academic, and other life experiences are all relevant*

- Minimum of 5 years' experience in a management/leadership capacity with demonstrated interpersonal and leadership skills.
- Proficiency with Quickbooks or other major accounting software.
- Familiarity with fundraising strategies and donor relations unique to the nonprofit sector.
- High level of comfort and experience with technology, particularly the Google Suite (Gmail, Google Drive) and Microsoft Office.



- Experience managing grants and contracts. Federal grant management experience preferred.
- Successful track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization.
- Oral and written communication skills, with the ability to accurately communicate the vision, mission, and impact of GGN.
- Working in multilingual and multicultural environments a plus.

Compensation: The salary range for this position is \$75,000-85,000 annually, commensurate with experience. Benefits include: Healthcare Reimbursement Account (currently \$370/month), cell phone stipend (currently \$25/month), 401k retirement account (with up to 3% match), paid time off (starts at 2 weeks then accrues) and paid holidays (6 public holidays; 2 floating holidays; 2 week bonus time at year-end), and professional development opportunities (currently \$1,000/year).

Schedule: This is an exempt position requiring a minimum of forty hours per week with standard working hours, Monday through Friday, along with pre-scheduled evening and weekend work expected on occasion.

Location: Our administrative office is located in Decatur, GA in a nonprofit co-working space operated by the City of Decatur at Legacy Park, a beautiful 77-acre greenspace that is also home to our Decatur's Kitchen Garden and Orchard. Our network of farm and garden sites are located in Decatur, Clarkston, and Conyers. We also maintain a farm office in Conyers. The position will require at least 8 hours/week in the administrative office in Decatur and occasional visits to the farm office in Conyers. Remote/virtual work is possible outside of necessary in-office responsibilities.

Application Details: Submit a cover letter and resume in PDF format to jobs@globalgrowers.org with subject line: "Operations - lastname."

Your cover letter should detail your interest in this position, including:

- Why are you looking for a new position?
- Why do you feel connected to the work and mission of Global Growers Network?
- How will you use your past work, volunteer, academic, and/or other life experiences to meet the specific responsibilities of this position (as detailed above)?

Applications will be reviewed on a rolling basis. Finalists will also be asked to submit professional references who we may contact.

GGN does not make hiring decisions on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic background, age, disability, religion, political affiliation, or ideology. We strongly encourage people of color, immigrants, and first generation Americans to apply.