Employer: Harlem Grown

Position: Chief Operating Officer

Harlem Grown Overview
Harlem Grown is an independent, non-profit organization whose mission is to inspire youth to lead healthy and ambitious lives through mentorship and hands-on education in urban farming, sustainability, and nutrition. Founded in 2011, we operate local urban farms, increase access to and knowledge of healthy food for Harlem residents, and provide garden-based development programs to Harlem youth.

Job Description
Harlem Grown seeks an experienced operations professional who can take on day to day operational and leadership responsibilities within a growing and dynamic non-profit organization, focusing primarily on human resources and working actively with all Harlem Grown staff, financial operations, compliance, technology and strategy.

Specific Responsibilities
- Human resources, including staff supervision by supporting and guiding the heads of each of the Harlem Grown organizational departments, managing HR policies and procedures, staff meetings, internal communications, biweekly leadership team meetings, monthly full staff meetings, periodic professional developments full staff updates and the annual evaluation process
- Financial operations by ensuring controls are in place to safeguard tracking and management of company finances, responsibility for budgets, cash flows and accounts payable and receivable, payroll and benefits, bank account management and reporting to the Executive Director and Finance Committee of the Board of Directors on financial matters
- Compliance with various non-profit, financial and contractual responsibilities of the company
- General organizational operations, including technology and office space
- Active engagement with Board of Directors with regards to preparation of Board materials and managing key operational and financial initiatives
- Oversight of the preparation of key metrics, such as reporting of goals and progress for all programs, development of tracking tools and tactics, impact assessments and needs based studies and identification of new opportunities and ways to track program progress and success
• Work closely with the Executive Director and the Head of Development on the organization’s strategy and outlook, including new program development, internal and external communications, mission alignment and multi-year plan in consultation with outside consultant
• Work closely with the Executive Director to support the development and management of special partnerships and projects

Qualifications
Harlem Grown seeks to hire individuals who are highly motivated, intelligent, and have demonstrated excellence and success in prior endeavors. The successful candidate should have:

• At least 5 years’ experience working in non-profits or similar organizations, preferably in an operational and financial role
• A university degree a requirement and an MBA a strong preference
• A substantial knowledge of New York non-profit rules and regulations, reporting and development
• An understanding of the Harlem Grown mission and experience working with similar organizations, or those focused on education, nutrition and issues of underserved urban populations
• Knowledge of liability insurance, real estate, city and state government a major plus
• A demonstrated ability to lead a team
• Superior organizational skills
• Strong communication skills
• Natural ability to develop relationships, internally and externally

Harlem Grown is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, sexual orientation, national origin or any other category protected by law.