



Supporting the ethical development and stewardship of seed

Organic Seed Alliance Job Position Announcement:

Organic Seed Alliance (OSA), based in Port Townsend, Washington, seeks an experienced professional to serve as Executive Director. This person will be responsible for providing vision and leadership in developing and furthering OSA's mission and strategic plan. Administrative activities include those relating to personnel, financial, and legal requirements. The Executive Director reports to the Board of Directors and will lead a staff of four in the implementation of OSA program and mission goals. This is an exciting opportunity to work with a professional, motivated team to steward a growing non-profit with the ability to make a significant impact on the future of sustainable agriculture.

The ideal candidate will be passionate about Organic Seed Alliance's mission. The candidate's strong interpersonal, communication, and organizational skills will be evident in a track record of successful development, management, and communications experience at other organizations. While expertise in organic farming or seed production is not necessary, this candidate will possess a familiarity with the cultural, economic, and political landscape of organic agriculture. Specific technical knowledge and experience in nonprofit management will be paramount.

Responsibilities:

- Work with Capacity Committee composed of members of OSA Board and Staff to implement OSA's strategic plan
- Develop and execute annual operational plans (including budgets), and address programmatic challenges and opportunities as they arise
- Diversify and expand unrestricted and program-restricted funding
- Maintain close communication between and among board members
- Effectively represent the organization and communicate its mission, objectives, and programs to a wide range of constituencies, including donors, partner organizations, clients, and government officials
- Further develop management systems that enhance OSA operations, efficiencies, and staff
- Create and maintain a working environment conducive to personal growth, creative work, and high productivity
- Track organizational performance and effectiveness
- Conduct job interviews, performance evaluations and reviews, and exit reviews

Requirements:

- Experience and success in nonprofit management
- Experience developing and managing budgets
- Strong interpersonal skill with managerial experience
- Strong verbal, written, and presentation communications skills
- Success in fundraising, annual fund development, grant writing, and grants management
- Computer literate with MS office; familiarity with or ability to adjust to Quickbooks
- Ability to lead and serve as a member of a multi-disciplinary, professional team with a fantastic and committed staff and board

Salary, Benefits, Timing:

Salary is commensurate with experience. Benefits currently include a health plan. Retirement plan is approved and in development.

Screening of candidates will begin on March 1, 2007 and continue until a qualified pool is identified.

Interested parties should familiarize themselves with Organic Seed Alliance by studying its website www.seedalliance.org and send a resume and letter of interest to ed@seedalliance.org

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