

Fedco Seeds - Interim General Coordinator/General Manager

Company Summary

Fedco Seeds is a hybrid worker/consumer cooperative based in Clinton, Maine, in business since 1978. We sell seeds, bare root plants, and gardening supplies to home gardeners and small farms throughout the United States and into Canada. We promote sustainable and regenerative agricultural practices, seed sovereignty, and the cooperative model. Our organization has a strong culture of participatory decision-making. The organization experienced a sweeping transition in leadership as the founding managers retired between 2018 and 2022. We are currently team managed by a group of eight that includes our finance director, our webmaster, our marketing director, and the leadership of our three operational departments. We experienced very rapid growth and record-high profitability during the pandemic, followed by a contraction in demand and financial losses in the past two years. We are currently in the final stages of the company's first comprehensive strategic planning process.

Job Summary

This is a full-time, year-round senior executive level position reporting to the Board of Directors with support from the Cooperative Coordination Committee, to be filled on an interim basis with the primary goals of supporting Fedco through a transition in leadership structure and returning Fedco to operational profitability and financial viability.

Responsibilities

- **Organizational Leadership**
 - Collaborate with the Board of Directors and supervise Coordination Committee members to monitor and administer the big picture of all operations at Fedco.
 - Serve as the primary liaison between Fedco staff and the Board of Directors
 - Facilitate communication among branches and different areas of the Trunk to support informed decision-making, reduce redundancy, and ensure appropriate consistency in internal practices
 - Organize, chair, and report on meetings of the Coordination Committee
 - Support the Board of Directors as necessary by organizing meetings and development activities and by gathering or distributing information
 - Monitor company activities, policies, and decision-making for alignment with our values and our strategic plan and to support financial viability
 - Hire, supervise, and fire all coordinators at grades 7 and above, and possibly other positions on a case-by-case basis
 - Supervise Human Resources Coordinator
 - Build cooperative literacy and participation in the coop membership
 - Coordinate major company-wide activities that affect both finance and operations, such as:
 - Catalog & web loading
 - Annual budgets
 - Major infrastructural and systems transitions

- Monitor and collaborate on the refinement and development of internal policies
- Develop recommendations, based on experience and market analysis, on how Fedco might be positioned in the industry, among competitors

- **Efficient Distribution of Resources**
 - Ensure efficient and timely distribution of financial, physical, and human resources throughout the company
 - Integrate finance, marketing, administration and operations to hold company-wide fiscal and strategic accountability
 - Finalize priorities and timelines for major asset purchases, major systems changes, or significant reorganizations
 - Monitor regulatory compliance issues
 - Review key financial transactions to protect financial integrity

- **Organizational Development**
 - Lead a revamping, restructuring and strengthening of the Board's current role
 - Lead contingency planning processes
 - Lead the development of a Decision Making Matrix
 - Guide the work collective in identifying and deciding upon the governance and operations structures that best suit our next stage of development
 - Develop recommendations for revising the bylaws

- **Fedco Team Player**
 - In addition to the above responsibilities and duties, like all Fedco employees: adhere to the guidelines and norms in the handbook and promote a positive image of Fedco in the greater community.

Desired Skills

- Minimum five years experience in participatory management:
 - Thoroughly understands the cooperative business model, through past management experience and/or study of organizational theory
 - Experienced in triple-bottom-line management: minimum five years of high-level administrative experience at a mission-driven cooperative, non-profit, or B-Corp-certified/mission-driven business
 - Experienced in meeting facilitation and consensus decision-making
 - Has held a management position in an organization with a strong ethos of democratic participation
 - Has held top-level responsibility for the implementation of a strategic plan
 - Able to communicate financial information to a general audience
 - Able to incorporate staff feedback on an ongoing basis without stalling forward progress

- Has been responsible for the profitability of a consumer goods business of comparable size:

- Strong understanding of standard financial statements
- Experience with budget creation and accountability
- Able to translate financial information into necessary operational changes and organizational priorities
- Demonstrated ability to respond quickly and effectively to changing market or regulatory conditions
- Has successfully led an organization through a period of major transition (e.g. structural overhauls, rapid growth, or implementation of major new systems)
- Experienced in board recruitment and development
- Experienced in internal policy development and supervision of Human Resources functions
- Experienced in supervision of Outreach/Marketing functions
- Experience navigating complex regulatory environments
- Effectively prioritizes, and delegates
- Communicates clearly to various audiences in speech and writing
- Decisive, energetic, curious, and compassionate

Interested parties may apply by submitting a cover letter and resume to Stedman Ruiz, Human Resources Coordinator, at humanresources@fedcoseeds.com, by May 21, 2023.

Fedco is an equal opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, union affiliation, physical or mental disability, citizenship status, or sexual orientation.