

Seed Savers Exchange, Inc.
Job Description

Job Title: Seed House Operational Manager

Department: Seed House

Reports To: Executive Director

FLSA Status: exempt regular full-time

Revised date: August 14, 2015

Summary: Directs Seed House activities for SSE by performing the following duties personally or through direct-report supervisors. Functions include customer service, sales, order processing, seed production, purchasing, receiving, inventory management, packing, and order fulfillment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Key member of leadership team, keeping department activities in perspective with overall company mission.
2. Primary individual responsible for managing all aspects of commercial revenue streams. This includes all seed sales, plants, potatoes, garlic, trees, and miscellaneous catalog items.
3. Develop budget for Seed House.
 - a. Revenue
 - b. Staffing
 - c. Expense
 - d. Capital
4. Monitor income statement at least monthly throughout year.
 - a. Closely monitor revenue, and report deviations from forecast in a timely manner to Executive Director.
 - b. Oversee commercial expenses
 - c. Identify savings opportunities and incorporate operational efficiencies wherever possible.
 - d. Determine COGS as percent of seed revenue, identify opportunities for improvement.
5. Work closely with graphic designer to annually create a sensational catalog.
 - a. Scrutinize current catalog, and propose additions/deletions based on revenue opportunities, relevance to mission, inventory levels, etc.
 - b. Review content, design, aesthetics, flow, etc and solicit suggestions for improvement.
 - c. Assist with identifying and introducing new varieties, whether from the collection or outside sources
6. Work closely with the Marketing Department, and help create and coordinate promotional activities. Evaluate effectiveness of past promotions.
7. Primary contact for bulk sales, identifying and maintaining relationships within the seed industry.

8. Contribute to the development and implementation of long term strategies for continuous improvement within the department.
9. Evaluate the need for contract seed production, versus growing on-site or with local growers. Determine quantities needed, adequacy/quality of stock seed, regional climate considerations, plant pathogen requirements, competitive pricing, etc.
 - a. Develop production plan for SSE farm
 - b. Annually identify needs for outside production, formalize agreements with those growers.
 - c. Continue to develop and evaluate network of contract growers locally, nationally, internationally
10. Qualify seed suppliers and work to continually establish mutually beneficial relationships.
11. Implement plan, and coordinate activities for all aspects of Transplant, Potato, Apple, and Garlic activities. This includes forecasting demand, product sourcing, on-farm production, crop maintenance, harvesting, packaging, quality control, etc.
12. Oversee all aspects of Organic Certification and Compliance. This includes applications, training, documentation, inspection, and enforcement of items outlined in Organic Handling Plan for both the Producer and Processor certification.
13. Establish and monitor operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials and keeping seed inventory current.
14. Inspect physical condition of warehouse and equipment.
15. Confer with department heads to ensure coordination of warehouse activities with activities of other functions such as production, sales, records control and purchasing.
16. Develop practices which insulate the company from serious potential threats to department's fundraising activities (risk management).
17. Directs salvage of damaged or used material.
18. Foster employee development and team cohesiveness. Take necessary steps to foster an environment of open communication, and employee empowerment.
19. Staff hiring and human resources
 - a. Posting, interviewing, and hiring to meet needs of the department
 - b. Conduct annual performance reviews.
 - c. Monitor employee behaviors/work habits
 - d. Reward or discipline employees as warranted
 - e. Develop/update job descriptions
20. Participate in planning personnel safety and plant protection activities.
21. Other duties may be assigned by the Executive Director.

Qualifications: Bachelor's degree in a related field and five or more years of supervisory experience in production, marketing, and/or agriculture. Strong aptitude for financial/accounting principles, spreadsheet manipulation, and performance reporting. Demonstrated leadership ability, familiarity with HR, and good writing skills.

Supervisory Responsibilities: Manage group of supervisors with overall employee responsibility for 20-30 employees, ensuring sufficient leadership, development, oversight, and evaluation of employees.