POSITION ANNOUNCEMENT
Chief Operating Officer

The Soil Health Institute (SHI), a non-profit organization created to safeguard and enhance the vitality and productivity of soil, is seeking a Chief Operating Officer. The individual selected will report to the Chief Executive Officer (CEO) and will work closely with the entire Leadership Team, staff, contractors, and partners. The incumbent will participate in long-range strategic planning activities pertaining to the administrative support of scientific initiatives and ensures effective integration and efficient operations across the organization in support of the organization’s mission. The individual selected will help design and implement strategic and efficient business operations for the Institute; establishes policies to ensure compliance with funder requirements and that promote the Institute’s culture and mission; initiate and lead continuous business process improvements; and support and continuously exhibit commitment to the Institute’s values of equality, honesty, integrity, diversity, inclusion, courtesy, and respect for all.

This position is housed at SHI headquarters in Morrisville, North Carolina, adjacent to Research Triangle Park. Salary is projected to range from $160,000-$200,000/year + benefits, depending on qualifications.

**Essential Duties**

**Financial Management and Oversight** – Designs and implements business strategies, plans, and procedures. Administers and oversees all financial and business planning activities, including directing and administering all financial plans; developing, implementing, and overseeing business policies and accounting practices; reviewing and analyzing financial reports; supporting and advising the CEO in decision making; leading and supporting the organizational budgeting process. Oversees reporting and monitoring of financial performance metrics to inform business development priorities. Provides overall financial oversight and monitoring. Ensures that current and accurate financial data are presented to the CEO and Chief Scientific Officer. Oversees administration and tracking of incoming grants and funding, including monitoring, reporting, and compliance, as assigned.

**Human Resources Management** – Consults and works with the CEO and leadership team in managing human resources, including hiring and compensation, benefits administration and oversight, professional training and development, new employee orientation, retention strategies, regulatory oversight, and legal compliance. Manages vendor relationships and related services.

**Operations Management** – Oversees risk management. Informs and supports letters of agreement, contracts, leases, intellectual property, and other legal documents and agreements. Oversees business insurance, including procurement, monitoring and management. Oversees information technology ensuring the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, and applications. Works with the CEO to provide staff support and guidance to the Institute’s board and acts as staff liaison to relevant board committees.
Qualifications

Education - A Bachelor’s degree in business, accounting, finance or related field is required. An MBA degree is preferred.

Experience – Strong operational experience: ideally has worked in a senior management role for 10+ years with progressive experience leading to at least 3 years’ experience in operational or administrative management.

Licenses/Certification/Registration - Valid U.S. driver license required. Applicants must be authorized to work in the United States.

Knowledge, Skills, and Abilities

• Organizational development, personnel management, budget and resource development, and strategic planning skills; demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration
• Contemporary knowledge of IT, data privacy, and intellectual property issues, regulations and best practices
• Contemporary knowledge of and ability to use a variety of business management and related software for managing budgets, agreements, contracts, grant financial reports, Human Resources, and others
• In-depth understanding of accounting principles including budgeting, balance sheets, income statements, cash flow, and capital planning management
• Ability to travel for work related activities
• Strong moral ethics and integrity
• Excellent organizational skills and the ability to meet deadlines
• Knowledge of Microsoft Windows computer programs (Word, Excel, Outlook, PowerPoint) and Blackbaud’s FENXT and RENXT programs
• Knowledge of agricultural production practices and systems is preferred
• Ability to work effectively with others
• Experience with grant proposal development, evaluation and determination
• Excellent written and oral communication, interpersonal and team skills to perform well in a variety of interdisciplinary teams
• Highly adaptive team player capable of thriving in an environment that requires effectively prioritizing projects and juggling concurrent projects
• Demonstrated organizational and time management skills in a fast-paced multi-project environment

To Apply:
Email a letter of application addressing the above duties and qualifications, along with a resume/C.V., college transcripts (unofficial copy is okay), and contact information of three references to:
Chesley Cuicchi, Executive Assistant, at ccuicchi@soilhealthinstitute.org. The position will remain open until filled, but the first review of applications will begin by August 10, 2023, so all interested individuals are encouraged to apply by that time.