

## Chief of Staff and Processes

- Based in Guatemala
- Salary: \$90,000/year
- Competitive benefits package

### Summary of the Position

Semilla Nueva is recruiting a Chief of Staff and Processes (CSP) to 1) systematize and improve operational processes and information flows for each major department in the organization and 2) support the organization's leadership team in a period of rapid growth. The CSP will be part of our senior leadership team, working closely with all members and reporting to the Executive Director. The position will be based in our headquarters in Guatemala City.

We are looking for someone who is gifted with understanding complex activities and problems, helping others to understand them in simple ways, and creating new solutions. We seek an ambitious, creative professional who is gifted with both processes and people. Given the growth of our organization's model, simple improvements in efficiency or activities can allow us to reach thousands of additional farmers and improve the nutrition of hundreds of thousands of people.

### Summary of the Organization

Semilla Nueva develops high-yielding, climate-resilient maize seeds that have been conventionally bred (non-GMO) to have higher levels of the most important missing nutrients: zinc, iron, and quality protein. Our approach to large-scale adoption of these seeds relies on three strategies:

1. Breeding commercially competitive biofortified seeds, which can increase incomes and prevent crop losses for farmers who currently use older hybrid seeds or recycled Open-Pollinated Varieties (OPVs);
2. Piloting subsidies to seed companies to profitably sell new, higher-yielding, climate resilient, biofortified seeds at prices the poorest of the poor can afford.
3. Working with governments to institutionalize these subsidies.

Our vision is to improve the nutrition of over 100 million people in the next ten years. Our goal is for a minimal amount of subsidy to support hundreds of thousands of farming families to use biofortified seeds, consume biofortified maize, and sell biofortified maize into the market, while improving their incomes. The biofortified maize sold in the market will be purchased and eaten by millions of poor consumers, improving the nutrition of these populations. Our seed was sold by three seed companies in 2023 in Guatemala, reaching over 24,000 farmers and feeding 800,000 people. In 2024, our seed is being provided by governments in El Salvador and Guatemala, and in development for Eastern Africa.

## Qualifications

### *Required:*

- Proven track record of process development and improvement
- Five or more years of experience in a management or executive role
- Experience in organizing and directing teams with new initiatives
- Excellent written and verbal communication skills
- Strong project-reporting skills, with a focus on interdepartmental communications
- Strong networking and inter-organizational collaboration skills
- Fully fluent in English and Spanish

### *Desired:*

- Experience in data analysis and budget management
- Experience in lean project management

## Specific Tasks

- **Processes and data**
  - Understand and then standardize how Semilla Nueva's different departments use processes, KPIs, and workflows (create a single Semilla Nueva process);
  - With each department head, facilitate the creation of process flows, KPIs, and data flows for each major organizational activity (seed development, seed company support, farmer impact evaluation, fundraising, public policy, admin/HR);
  - Assist the head of each department with identifying areas with need of improvement or for proactively planning for new growth areas, and incorporating them into processes.
- **Leadership team support**
  - Understand, and then lead the implementation of the Entrepreneurial Operating System (EOS) tools and processes throughout the organization;
  - Preparing weekly, quarterly and annual EOS planning sessions for the leadership team;
  - Support the leadership team in interdepartmental problem solving;
  - Communicate new strategies and decisions with the rest of the organization.

To apply please review our website and read the last two biannual reports on our website. Then send your CV to [Trabajo@semillanueva.org](mailto:Trabajo@semillanueva.org) with the subject, Chief of Staff and Processes and your last name.

Please include 3-8 bullet points in the body of the email detailing how your experience or creativity would assist you in building processes to address some of the challenges you saw in the reports—and why working at Semilla Nueva could be good for your career.