



Chief of Staff

OPPORTUNITY TO JOIN A LEADER IN SUSTAINABILITY – GROWING A HEALTHIER FUTURE AND ADVANCING AGRICULTURE FROM THE GROUND UP

Leading Harvest, the nonprofit leader driving innovation in sustainable agriculture, has introduced a new certification for sustainability across all crops and regions in the U.S. and globally. The organization is recruiting for the newly created role of **Chief of Staff**, to work in close partnership with the President & CEO on operations, strategy, and governance. This is a remote position, though we will prioritize candidates in Pacific or Mountain Time, and with an expectation for minimal travel (~less than 10 trips/year).

About Leading Harvest

Leading Harvest (www.leadingharvest.org) works with the entire agricultural value chain through independent, third-party audited standards, outcomes-based collaborations, and learning networks to accelerate the transition to a more sustainable agricultural system. It was formally organized in 2020 by a diverse group of stakeholders—from farmland owners to agricultural supply chain companies and communities. After launching in the U.S., *Leading Harvest* expanded its program to Australia and Canada and today certifies over 3,000,000 acres globally across 100 different row and permanent crop types.

When utilized, Leading Harvest standards provide a framework to help farmers and farm managers methodically tackle agricultural sustainability and make verifiable claims to the market while strengthening credibility, reputation, and social license to operate. Over the last three years, the [Walton Family Foundation](#) has awarded three substantial grants to Leading Harvest to accelerate its sustainability certification through pilot programs, resource development and educational initiatives. Leading Harvest has also entered into a partnership agreement with [Nestlé USA](#) to advance its core regenerative sourcing objectives. In addition, Leading Harvest has recruited Nutrien Ag Solutions, John Deere, Cargill, and Nestlé to participate in its [Founding Supporter Council](#).

The organization is governed by a [Board of Directors](#) comprised of recognized leaders from the social, environmental, and economic sectors. With diverse viewpoints across the agricultural landscape, the Board reflects the varied interests that make up the agriculture community from farmers to food retailers, environmental NGOs to labor organizations, investors to consumers.

Position Overview

Reporting to the President & CEO, the **Chief of Staff** will partner with the President & CEO to coordinate on matters of operations, governance, and strategy with particular attention to making time management, information supply and decision-making processes across all disciplines and departments increasingly effective. We are seeking a dynamic, proactive, independent, detail oriented, collaborative, and highly strategic individual who can serve as a close collaborator with the President & CEO. This person will work with all staff members and will manage the Operations Manager.

Specific responsibilities include:

Work in partnership with President & CEO to ensure Leading Harvest operates at maximum efficiency and effectiveness:

- Support the President and CEO in thinking strategically through key organizational issues and opportunities.
- Support President and CEO in annual plan and budgeting process and manage ongoing financial reporting in collaboration with accounting, tax, audit and bookkeeping firm.
- Support President and CEO in advancing specific workstreams (“special projects”) and take on tasks and responsibilities, including those that would otherwise fall to the President and CEO.
- Foster and promote a positive organization culture, including supporting management of strategic planning cycles and team offsites.

Manage third-party vendors for critical organizational operations and make ongoing assessment of vendor effectiveness and suitability for organization needs:

- Serve as primary point-of-contact with external marketing agency and coordinate marketing needs across the organization through collaboration with fellow staff.
- Manage the accounting, tax, audit and bookkeeping relationship and ensure appropriate interconnectivity between Leading Harvest and any affiliate global entities, such as LH Bridge Australia.
- Manage IT and “help desk” contractor relationship.
- Manage HR consultant relationship.

Work in partnership with the President & CEO on matters of governance and Board of Directors management:

- Support President & CEO in managing and preparing for meetings and engagements with Board of Directors, Resource Group, and associated committees. This includes the Leading Harvest Board as well as any boards for affiliated entities outside the U.S., such as LH Bridge Australia.
- Lead the development (if not already developed by time of hire) and implementation of organizational policies and procedures, including employee handbook, delegations of authority, cash management policies, performance review cycles.
- Ensure the proper coordination and completion of organization audit and various regulatory filings, including tax, through engagements with third-party providers.

Candidate Profile

The **Chief of Staff** will be a self-starter with strong executive function who thrives in an environment that requires effective prioritization of projects and work stream coordination. They will have excellent emotional intelligence and relationship management skills. They should be insightful and consultive, providing practical and pragmatic solutions that are actionable.

The ideal candidate will have the following attributes:

Experience and Skills:

- BS/BA minimum, with an advanced degree in a suitable field preferred.
- Highly collaborative.
- Minimum 10 years of relevant work experience, especially in organization operations and administration, including proven experience working at the executive level of organizations and in strategy.
- Passion for the environment, sustainability, and conservation, and a working knowledge of the agriculture sector.
- Experience managing budgets and financial reporting.
- Demonstrated ability for highly effective oral and written communication.
- Highly organized and detail-oriented.

For confidential consideration as a candidate or to suggest a prospective candidate, please email info@leadingharvest.org.