

Join Vetri Community Partnership's team of passionate, fun-loving, vegetable enthusiasts who are motivated to share how easy and affordable it can be to cook at home.

## **EAT. EDUCATE. EMPOWER.**

Through interactive cooking classes and experiential nutrition education, Vetri Community Partnership uses the kitchen as a classroom to help kids, families, and community members build culinary skills, nutritional knowledge, and confidence.

## **OUR CORE VALUES**

Curiosity | Integrity | Respect | Passion & Pride

## **IN THE COMMUNITY**

Vetri Community Partnership partners with schools and community sites in Philadelphia and Camden that share our passion for nutrition and education. We work with people from under-resourced communities to help build the life skills for a healthier future.

---

## **JOB TITLE: Chief Operating Officer**

Vetri Community Partnership is seeking an experienced people-first leader to add to their growing team as Chief Operating Officer (COO). The COO is a key leader responsible for overseeing human resources, operational, administrative, and financial functions for the organization. The position reports directly to the Chief Executive Officer and works closely with the Leadership Team to drive and increase organizational effectiveness.

## **RESPONSIBILITIES**

### **Staff Leadership & Human Resources**

- Design and lead initiatives to promote and enhance organizational culture, learning, and development
- Oversee all stages of the employee cycle including recruitment, hiring, performance management, compensation strategies, and retention
- Oversee Diversity, Equity, Inclusion & Belonging programs, trainings, and related organizational assessments
- Represent the organization to external partners, funders, advisors and other key contacts
- Effectively communicate and present critical matters at Board and committee meetings

### **Operations & Administration**

- Oversee business operations and compliance including renewing, enrolling, and administering benefits, company insurance, payroll, tax withholdings, etc.
- Oversee facilities, technology, and data processes and policies

### **Financial**

- Oversee all organizational finances including budgeting, budget management, annual audits, and reporting
- Manage invoicing and accounts receivable processes
- Implementation of finance elements of organizational strategic goals including fund planning, investment strategy, asset management, and cost allocation strategy

## EXPERIENCE AND REQUIREMENTS

- Minimum 5 years of experience in a senior management role
- Experience as an employee or board member of a non-profit organization
- Proven track record of successfully facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem-solving skills with the ability to positively and productively impact strategic initiatives
- Proven personnel management skills with strong interest in mentoring and coaching a team with diverse levels of expertise
- Collaborative, flexible, proactive, and thoughtful leader with an understanding of when to be hands on or hands off
- Analytical, curious, and interested in using technology to improve systems and processes
- Exceptional written, oral, interpersonal, and presentation skills with the ability to effectively interface with VCP's Board of Directors, senior management, staff, and external partners
- Passion for our mission of empowering children and families to lead healthier lives through fresh food, hands-on experiences and education.
- Experience working with Philadelphia communities and uplifting marginalized voices, preferred
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record

## COMPENSATION AND BENEFITS

- \$100,000-\$110,000 annual salary
- Paid time off
- Paid parental leave
- Short- and long-term disability
- Monthly cell phone stipend
- 401(k) match
- Health, dental, and life insurance
- Pre-tax transit benefits

## ADDITIONAL INFORMATION

Location: Vetri Community Partnership (915 Spring Garden Street, Philadelphia, PA 19123)

Status: Full Time, Exempt

Reports to: Chief Executive Officer

Department: Operations

Supervises: Business Manager, Business Intelligence Manager, Operations Coordinator

## TO APPLY

Visit [vetricommunity.org/about/careers/](https://vetricommunity.org/about/careers/) to complete our online application and upload resume and cover letter (required). Please note that the application is now open for this role, but candidates will not be contacted for interview until after February 15, 2023.

Vetri Community Partnership is an Equal Opportunity Employer.