

**VP of Operations**

**Job Title:** VP **of Operations**

**Reports To:** Nikki Cossio, MTI CEO & Founder

**Position Summary:** Working directly with the Chief Executive Officer (CEO) and Founder, the VP of Operations will oversee and guide Measure to Improve’s (MTI) workflow strategy and organization of all essential business processes. You will direct and mentor a team of professionals who are passionate about pioneering the approach to sustainability. VP of Sustainability Programs is responsible for overseeing MTI’s continuous improvement process and codifying the company’s approach for each set of services. MTI believes what can be measured can be improved, so data collection and strategic analysis are at the heart of what we do. This role includes overseeing the efficiency of current business functions, planning changes and updates to day-to-day operations, and collaborating with MTI team members to set and meet business objectives. **The VP of Operations is ultimately responsible for the quality and timely delivery of all client deliverables and overall client satisfaction.** In this role, you will provide oversight of our clients’ sustainability projects, including proposal development, implementation, and evaluation of projects including zero waste, sustainable packaging, social accountability, energy and water efficiency, greenhouse gas reduction, and related reporting, in addition to a host of on-farm initiatives including healthy soils, regenerative ag, and water.

**Industry:** Sustainable Agriculture

**Position-Type**: Full-Time

**Location:** Remote

**Compensation:** Commensurate with industry standard

**Primary Responsibilities Include:**

* **Client deliverables and satisfaction**: VP oversees all MTI deliverables to ensure strategic relevance, quality, consistency, and timely delivery.
	+ Track team progress on deliverables and individual’s skill set and bandwidth to complete deliverables.
	+ Participate in periodic and/or key strategic client meetings to keep a finger on the pulse of client relationships and satisfaction.
	+ Pitch in on client work if necessary to meet deadlines, and/or the work is used for training purposes.
	+ Help develop an annual client satisfaction survey.
* **New business**: VP partners with MTI’s CEO on business development.
	+ Conduct background research on prospective clients and proposal development.
	+ Collaborate with MTI team members to solicit ideas, refine the budget estimate, and finalize each proposal.
* **Staff management and hiring**: Lead a team of sustainability professionals providing mentorship and development. All mid-level and senior staff will report to the VP.
	+ Ensure staff is engaged, learning, growing, working well individually, collaborating as a team member, delivering quality work, and cultivating a strong and healthy rapport with clients.
	+ Make recommendations to the CEO on compensation, bonuses, training requirements, and disciplinary action.
	+ Recruit new staff and work with the CEO to determine timing, experience desired, and reporting structure. CEO will make final hiring decisions.
	+ Evaluate and review the development plan for each employee annually.
* **Codifying core services**: To increase efficiency in delivering core services, MTI codifies its approach for each new service. Codifying the MTI approach ensures that we capture key learnings, outline steps towards completion, and create consistent deliverables.
	+ Work with the team to maintain and continuously improve MTI’s approach.
	+ Efficiently complete projects within budget, especially for services we have provided in the past.
* **Trend spotting**: Develop new ideas while staying abreast of relevant changes in and outside of the produce industry, including but not limited to impending legislation, global, national, state, and local sustainability initiatives to inform both internal and client corporate policy and protocols.
	+ Survey the market annually and document new trends on the horizon for the team.
	+ Track MTI’s competition.
* **Support MTI’s marketing efforts**: The CEO will lead MTI’s marketing efforts with the support of the VP and team members.
	+ Collaborate on the CEO’s speaking engagements, develop presentations and/or speaking points, and be prepared to substitute if the CEO isn’t available.
	+ Draft and/or refine advertising copy, ghost write CEO bylined articles, and oversee the development of referrals, case studies, and social media content.
* **Contribute to MTI’s strategic planning and execution**: Partner with CEO on business planning, strategy, and P&L management
* **NOTE:** VP is NOT directly responsible for: Invoicing, driving marketing or business development, making final hiring decisions, or managing a physical office.

**Qualifications:**

* Must be passionate about the agricultural industry, fresh produce, and sustainability

* **7-10 years of prior experience with sustainability programs and/or agriculture required**
* Preferred experience includes overseeing the annual Corporate Social Responsibility reporting for an organization; implementing and leading the sustainability strategy for an organization; working with GHG inventory, water, waste, energy, social, or packaging initiatives
* Ability to think strategically, identify trends, and analyze complex data sets required
* Previous managerial experience required
* Ability to be flexible, multi-task, and balance a variety of sustainability initiatives and clients at the same time
* Outstanding written and verbal communication skills

* Must be comfortable in a collaborative, innovative, and entrepreneurial environment
* Self-starter who can work both independently and collaboratively with co-workers and clients
* Ability to work in different settings: in the office, field, and processing facilities
* **Must be** computer proficient in Microsoft Word, Outlook, Powerpoint, and Excel

* Fluency in Spanish is preferred but not required

**Education/Training:**

Master’s Degree or advanced education/training equivalent in the fields of sustainability, environmental studies, or related topics.

[**About Measure to Improve, LLC:**](http://measuretoimprovellc.com/)

Founded in 2014, Measure to Improve’s mission is to help produce companies measure, improve, and credibly promote their sustainability efforts. Our clients include produce growers, packers, shippers, and industry associations across the United States. Our staff has a proven track record of helping companies identify and implement strategies to increase efficiency and reduce impacts. By supporting clients in setting ambitious, but attainable, sustainability goals, MTI encourages progress that can be validated and marketed. MTI’s projects address a variety of sustainability challenges, including water and energy efficiency, greenhouse gas emission reporting, waste reduction, sustainable packaging, social accountability and sustainability certifications.

**How to Apply**

Submit a cover letter and resume to **Nikki@measuretoimprovellc.com** with the subject line **VP of Operations – YOUR NAME.** Applications received by 3.15.2022 will be given priority consideration, but this position will remain open until filled.