

## Administrative Manager

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We are currently seeking an Administrative Manager to lead the Finance, Administration and Human Resources team. This position is based full-time in Guatemala City and must have the availability to travel to the field when necessary. The Administrative Manager will be a strategic ally and will report to the Executive Director. He/she will lead and develop an internal team to support areas of finance, accounting, human resources, administration, legal and information technology. This position plays a key role within the organization by presenting departmental progress and planning to the leadership team on a weekly and monthly basis.

### Summary of the organization

Malnutrition is one of the greatest barriers to the world's poorest escaping poverty. The 900 million people in Africa and Central America who eat corn daily are some of the most affected, with nearly half of Guatemala's children suffering from stunted growth. Semilla Nueva launched the world's first social enterprise dedicated to the development, production, and sale of more nutritious, biofortified corn seed directly to small farming families. Farmers buying our seed increase their yields and incomes, while improving the diets of hundreds of thousands— and someday millions—of the world's poorest consumers. It's a scalable, sustainable way to give farming families what they most want, while providing malnourished children with what they most need. Our goal is to prove this model in Guatemala while improving the incomes of tens of thousands of families and the diets of millions of Guatemala's poorest, before expanding the model through Central America and Sub-Saharan Africa. At Semilla Nueva, we're obsessed with impact at scale.

In 2018, our first year of sales, our seed took 1.3% of the Guatemalan seed market with nearly 2,000 families purchasing. By 2019 we reached nearly 5,000 families — covering more of our organization's costs through sales, while we deeply invest in impact evaluation, new seed development, and collaborations to scale our seeds internationally.

We're a hybrid social enterprise (non-profit owns a for-profit company) of 23, mostly Guatemalan, staff. We work with some of the world's leading scientists at organizations such as CIMMYT, Harvest Plus, and universities like Purdue, Iowa State, Tufts, and Harvard. Our donors include some of the most prestigious in the space of impact philanthropy, including Cartier Philanthropy, Mulago and the U.S. Government. Our seeds are based on conventional breeding (non-GMO), although we are not opposed to well-tested biotechnology. Our work has led to rapid growth and international recognition, including an Ashoka fellowship, Mulago fellowship, and Forbes 30 under 30 for our founder.

Our team shares a common background. Whether from the private sector or NGO world, we have seen that most international development projects fail because they don't focus on finding the intersection of what the world's poorest want and what they most need. We're looking for new team members who are smart, hungry, and humble—and who are just as obsessed with innovative ways to end world poverty as we are.

## Summary of the position

The Administrative Manager will be a strategic thought-partner, and report to the executive director (ED). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, legal, human resources, administration, and IT.

## Leadership

- Meet on a weekly basis with the General Accountant and Admin/HR Coordinator for the establishment of priorities, planning and execution of the team's goals
- Collate financial reporting materials for all donor segments
- Effectively communicate and present the critical financial / HR matters to the Leadership team
- Follow up on the approval of the budget and departmental annual plan
- Be a strategic ally during audit processes
- Maintain communication with the Board of Director's Treasurer for financial management

## Human Resources and Administration

- Ensure that recruiting, on-boarding and off-boarding processes are consistent and streamlined.
- Ensure compliance of Government protocols related to COVID-19
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales

## Legal and IT

- Ensure the implementation of risk mitigators against Money Laundering and Terrorism Financing
- Ensure the timely renewal of contracts and/or new agreements
- Ensure a stable and secure technological infrastructure
- Ensure a flawless implementation of the accounting system (ERP)
  - Validate testing stage

## Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 5 years of overall professional and managerial experience
- The ideal candidate has experience of final responsibility for the quality and content of all data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- A passion for creation of organizational culture and team development
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making



**Semilla Nueva**

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Semilla Nueva

### **Expectations**

- Full-time position based in Guatemala City
- Fluent English and Spanish

**Salary:** Competitive local salary, commensurate with experience

**Beginning date:** As soon as possible

To apply please email us your CV to [trabajo@semillanueva.org](mailto:trabajo@semillanueva.org) with the subject line “Administrative Manager”