



myAgro

Chief of Staff

International – East Coast (Remote)



## Background

myAgro is combating food and economic insecurity among some of the world's most vulnerable individuals by providing smallholder farmers with access to the resources they need to escape poverty. Unlike many peer organizations with credit-based solutions, myAgro enables farmers to pay for seeds, fertilizer, and other resources in small increments as they save over the course of a year. This mobile layaway tool, plus myAgro's just-in-time resource delivery system, superior product, and its robust agricultural training approach form a unique suite of services which raise farmers' annual income by 50-100%, increase their rates of repayment, and markedly improve their families' lives.

In addition to providing farmers with wraparound support from planting to harvest, myAgro operates a successful social enterprise model through which it trains and employs Village Entrepreneurs to expand the model into their local communities. This highly effective sales- and customer-centric approach has generated significant earned revenue, created a strong track record of growth, and set the stage for continued scale. For the past 5 years, myAgro has grown 60% each year, and the team is now 600+ strong with a community of 2,000+ Village Entrepreneurs working in 2,000 villages across three countries. To date, the organization has reached 115,000 farmers in Senegal, Mali, and Tanzania, and is now on track to reach its ambitious North Star of serving 1 million farmers by 2026.

To hear more about myAgro's impact and story, watch the Ted Talk, "Helping small-scale farmers break the poverty cycle" with CEO and Founder, Anushka Ratnayake.

## Position

myAgro seeks a bright, fast-paced, and entrepreneurial leader to join their Senior Leadership Team as the Chief of Staff (CoS). Reporting to the CEO and Founder, the CoS partners with the CEO and others on organizational initiatives, strategic planning, policy decisions and ensures that myAgro's big strategic goals are met in creative and efficient ways.

myAgro is at an inflection point with a clear plan for 5X growth in the next 3 years – and myAgro needs a strong CoS to support the organization at this time. A trusted advisor, this person will work intimately with the CEO to further the organizational mission by setting operational standards and administrative processes that enable myAgro to effectively fulfill its commitments to staff, funders, and other constituents. This is a highly strategic, administrative, and facilitative role that requires operations expertise, political savviness, attention to detail, collaboration skills, ambition, and exemplary communications skills. The person in this role must be able to successfully partner with stakeholders across the entire organization to advance strategic priorities and ensure business results are delivered. The successful candidate will be diplomatic, discrete, proactive, a direct communicator, a highly organized project manager, and committed to the vision and values of myAgro.



## Immediate Priorities

- Be the “right hand” and trusted advisor to the CEO; liaise with the Executive team, Leadership team, Management team, greater staff, and Board of Directors
- Manage the details and logistics of the Internal Strategy Meeting in September: Work with the CEO on the vision, partner with the Senior Leadership team to include their voices, and work with managers to update their Objectives and Key Results (OKRs)
- Work closely with the CEO to create an agenda for the Board retreat in October; partner across the organization to collect data and information for the board packets quarterly
- Work closely with the CEO and committee chairs on relevant board-focused projects, including board recruitment of 2 new board members and upgrading our governance committee work.
- Partner with the Executive team to onboard the new Executive team members (Chief Operating Officer, Chief Commercial Officer)

## Responsibilities

### Strategy and Execution

- Set vision, strategy, and goals for large-scale initiatives of the CEO and manage its implementation
- With the Knowledge Management lead, develop the strategy for a growing knowledge management function to match myAgro's growth
- Be the CEO's voice and support the development of new components of HR-related strategy as well as support the initial implementation through the areas below
- Streamline time management, information, and decision processes to be more effective for the CEO and leadership teams
- Act as the liaison with leadership teams to create and advance OKRs and ensure they are delivered upon through accountability measures
- Assess and collaborate with the staff and leadership teams in order to understand where influence or key decisions are required to resolve problems and/or mitigate risk

### Thought Partner and Advisor

- Have a pulse on the organization and be a thought partner to the CEO to get ahead of issues
- Ensure successful implementation of the organization's strategic vision by engaging the right participants, setting the agenda for meetings, and ensuring the CEO is well prepared and that their time is leveraged effectively
- Disseminate strategic direction and goals to teams across the organization in an accessible manner to all levels of the organization with strong buy in for change

- Plan, organize, and run meetings with internal and external stakeholders and lead follow up and project planning

### Communications

- Own internal communications and manage an internal communications team - we want our team to be aligned, motivated, celebrated and to work with clarity
- Guide preparation of executive communications for the CEO, including remarks at special events, meeting talking points, and materials for various speaking engagements involving internal and external audiences
- Lead agenda setting for all-staff meetings; include other Executive team, Leadership team and Management team members

### Operations and Board Support

- Improve internal processes, decision-making, and assess risk when business decisions are made
- When there are problems or large opportunities across various operational functions, be a lead or represent the CEO on the operational working group
- Own all first and final drafts of Board, committee and related communications.
- Divide and share board related and communications work with the CEO. Step in where needed internally and externally on various projects

### Who You Will Manage

- Internal communications- 1-2 team members
- Knowledge management- 1 leader, 1-2 team members

### How You Will Work in this Role

- You are flexible and adaptable and comfortable operating with varying degrees of ambiguity and with broad guidance in a fast-paced environment
- You are results/action-orientation; self-directed, highly organized and detail-oriented, with a get-it-done attitude
- You have highly developed succinct communications skills (written/verbal) with the ability to translate messages to different audiences
- You are unquestionably reliable and consistent
- You use your meticulous project management skills to lead projects
- You have a willingness to work hard and take direction—but also creatively solve problems for which the answers aren't always obvious
- You regularly manage and motivate staff from diverse backgrounds in a team-oriented environment

## Requirements

- Previous experience at the Director level or C-suite level or numerous years with increasing responsibility
- Experience with setting up new HR / Talent initiatives – benefits, DEI, processes, performance management, recruitment, etc.
- Significant experience with formal nonprofit or academic boards – including working with lawyers or the governance committee on legal aspects
- Experience managing or supporting internal communications
- Must speak and write in English fluently; French is a plus
- Prior experience as a Chief of Staff is a definite plus

## Compensation

The salary for this role is between \$150,000–\$175,000 depending upon experience. The benefits include health insurance, retirement match, co-working stipend, and professional development.

This position description is based upon material provided by myAgro, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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