



Seed Program Manager

Wild Seed Project is a small environmental nonprofit based in North Yarmouth, ME focused on native plant restoration to safeguard wildlife habitat, support biodiversity, and mitigate the effects of climate change. To accomplish this mission, Wild Seed Project sells seeds of wild-type native plants, produces and distributes an annual publication, educates the public through our programs and website, and promotes rewilding efforts across the country.

As we grow, Wild Seed Project is excited to hire a **Seed Program Manager** to lead our native seed collection, processing, and growing program. The Seed Program Manager will work closely with our Founder in their first year to learn our seed program and then will take on full management of our seed-based work. Central to the role will be the development of our new Seed Farm and Nursery, which the Seed Program Manager will help design and then manage ongoing.

Key Responsibilities and Expectations

Seed Collection, Processing, and Growing:

The Seed Program Manager will lead all aspects of our seed collection, processing, and growing at our new seed nursery: coordinating the collection and processing of seeds, daily and seasonal work involved in the care of our seed-stock plants, growing-on containerized plants, and managing seed sowing practices and seed trials. The Seed Program Manager will also be responsible for developing and maintaining a database of seed collection details like seed plant locations, collection dates, and other relevant data. The Seed Program Manager will be expected to maintain a current understanding of the native plant world, keeping abreast of what our peers and partners across the country are doing and the models they are implementing.

Seed Nursery Development and Management:

Wild Seed Project is partnering with a local organization to set up our first-ever seed nursery! Assisting the WSP founder with the design and set-up of this nursery (including fencing, greenhouse, growing beds, refrigeration for seed storage, etc.) will be the initial focus of the Seed Program Manager's job. Ongoing, the Seed Program Manager will lead the daily horticultural operations of the nursery (see above).

Seed and Plant Sale Support:

Wild Seed Project operates an active online store that distributes over 13,000 packets of wild-type native seeds each year. A key responsibility of the Seed Program Manager will

be to ensure there is adequate inventory to supply demand. The Seed Program Manager will be responsible for selecting the seeds available for sale, overseeing packaging and storing of these seeds, and accurately tracking and managing inventory. Additionally, the Seed Program Manager will assist the Ecological Programs Manager with our fall plant sale: tracking plant inventory, managing summer watering, and pulling orders for the sale itself.

Volunteer Management: Volunteers provide essential support for our collection, processing, and packing of hundreds of thousands of seeds every year. Therefore, critical to this role will be the effective management of our growing volunteer community. The Seed Program Manager will help identify, train, and manage volunteers in a variety of roles that match their experience, interest, and availability. The Seed Program Manager should expect to interact with volunteers on an almost daily basis throughout the year.

Teaching and Writing: Depending on skills and interest, the Seed Program Manager will be encouraged to offer online and in-person (when safety permits) seed sowing and growing workshops. The Seed Program Manager will also contribute to Wild Seed Project's extensive written communications, writing topic-specific articles, blog posts, and regular seed-focused content for emails and store listings.

Desired Qualifications

The ideal candidate will possess deep botanical knowledge and have extensive experience in fieldwork and plant identification. They will have worked in seed propagation and horticulture, and will be familiar with organic garden and nursery practices with a keen interest in and clear understanding of native plant ecology and conservation.

Additionally, we hope a candidate will possess most, if not all of these qualifications:

- Be a critical thinker about conservation, seed collection, and native plant ecology.
- Experience in managing a growing volunteer program and willingness to train volunteers in differentiated roles that match experience, interest, and availability.
- Previous experience in teaching seed sowing and growing workshops, or eager to learn and develop in this area.
- Skill and comfort with prioritizing and managing a large workload, including setting realistic expectations about what can be accomplished when.
- Strong project management and organizational skills.
- Detail-oriented with a commitment to ongoing data tracking.
- A commitment to equity and enthusiasm around engaging in decolonization as part of our daily work.
- Understanding of and/or willingness to learn how our work intersects with the interests and priorities of marginalized communities, including Wabanaki communities, with a special focus on indigenous perspectives on and knowledge about native plants.
- Collections management experience is preferred but not required.
- An understanding of and interest in working for a mission-based non-profit.

- A team player who enjoys collaborating with colleagues and volunteers.
- Creative with a willingness to try new ideas and approaches.
- A love of being in nature, and a passion for environmental causes and addressing climate change.

Work Location

Wild Seed Project's office is located in North Yarmouth, Maine, approximately 25 minutes north of Portland and our soon-to-be Seed Nursery will be located in Cape Elizabeth, Maine, approximately 15 minutes east of Portland. The Seed Program Manager should expect to spend a majority of their time at the Seed Nursery during the growing season, but will move between the two locations (with some at-home time) during the rest of the year. We are currently working via a flexible, hybrid model, with staff splitting time between home and the office/in the field as their role demands. We take COVID precautions seriously and will revert to fully remote work if circumstances require.

Compensation

The Seed Program Manager salary will range between \$50,000-\$53,000 commensurate with experience, with a generous benefits package including 20 vacation days, 6 sick/personal days, 10 annual paid holidays, and 75% employer coverage of medical insurance premiums. Dental and vision insurance are available and paid 100% by employees.

How to Apply

Interested candidates should email a cover letter and resume to Andrea Berry, Executive Director, at careers@wildseedproject.net with the subject line: Seed Program Manager. Please submit all materials by 4pm on Friday, March 11, 2022.