FOOD HUB GM
GENERAL MANAGER OF OPERATIONS & DEVELOPMENT - LOCAL FOOD DISTRIBUTION

Overview: Manage operations and provide leadership, coordination, and strategic development for a local food procurement, sales, and distribution center in the rural Colorado mountain community of Gunnison-Crested Butte. Coordinate the activities of a USDA grant meant to strengthen connections among small farm producers and retail and wholesale consumer markets in the region.

Compensation: 1.0 FTE at $45,000-$50,000/yr DOE, includes some benefits
Reports to: Executive Director, Holly Conn
Start Date: mid-September, 2022

ABOUT MOUNTAIN ROOTS
Mountain Roots Food Project cultivates a resilient food system in the Gunnison Valley, Colorado by enhancing healthy connections between food, earth, and community. We foster knowledge, teach skills, and provide opportunities that ensure access to affordable, nutritious food that is regionally based and sustainably produced. As the leading local food systems initiative, we work to increase individual and community resilience and promote personal, community, and environmental health through programs in five focus areas: Food Culture & Education, Food Production, Food Security, Food Economy, and Food Policy. We run a district-wide Farm to School program, manage two community farms and four hydroponic farms, coordinate a network of organic urban/community gardens, manage a 130-member multi-farmer CSA, and lead targeted-access food security programs including Cooking Matters™ and Backyard Harvest.

Your role will be to strengthen connections between small-scale farmers and ranchers and retail and wholesale consumer markets in our region. At the same time, we will be expanding our capacity to store, aggregate, market, and distribute local food, with a target of tripling our sales volume within two years.

THE POSITION
The General Manager of Operations & Development for Local Food Distribution is a motivated and inspired leader with an entrepreneurial mindset who is passionate about localizing our food system through cross-sector collaborations with a focus on strengthening small family farms and an emphasis on social equity.

The new GM will have skills and versatility to be successful at managing the day to day operations of a small local food distribution center (Food Hub) and facilitating a regional planning project that will convene multiple stakeholders, uncover needs and barriers, identify and pilot solutions, and design a long-term implementation strategy for successfully building infrastructure, networks, supply, and demand to increase the local food economy in the Southwest Colorado. The ideal candidate will have skills, qualities, and passion to spend the next 2-5 years taking this program to the next level and a desire to grow with the company.

RESPONSIBILITIES
1) Manage Operations of Food Hub
   - Maintain existing and develop new connections and professional rapport with producers, buyers, and other professionals and advocates in the food system
   - Manage our 140-member multi-farmer CSA (May-October)
   - Effectively increase sales by developing new markets for small farm products
   - Improve customer relations with our retail (direct-to-consumer) customers
   - Manage warehouse, process orders and organize inventory; receive, assess/grade, monitor for food safety. Duties include: lifting, moving, cleaning, organizing, tracking and reporting orders and warehouse equipment;
   - Maintain online food hub software platform (Local Food Marketplace) with high-level of detail with respect to weekly producer inventory and customer orders;
   - Design weekly food hub routes and logistics; pull orders, pack and sort boxes and pallets, drive refrigerated fleet vehicles (sprinter van) to receive and deliver fresh product;
   - Maintain food safety protocols, update food safety manual and keep records for food storage, equipment and premises in accordance with Federal, State and Local Food Safety requirements;
- Coordinate with farmers, ensure timely and accurate aggregation, product quality and traceability, organize orders and record information on current and future inventory;
- Support business planning, reporting and data tracking
- Identify and implement infrastructure improvements, streamline systems
- Work closely with volunteers, interns, and other personnel as assigned
- Assist in marketing, promotion, outreach and education with producers, customers and community
- Oversee accounts receivable and payable for the distribution center
- Keep accurate and detailed financial records of all procurement orders and sales
- Identify ways to improve the local food distribution program, and put these strategies into action
- Maintain operations manual, customer contact list, and sales database
- Hire and supervise staff as needed

2) Manage Activities of a 3-year USDA Grant
You will be working in close partnership with five organizational partners and four other food hubs on this regional local food effort. You will complete all necessary contract and grant deliverables, reporting, and reimbursement requirements in timely and accurate manner. Primary activities include:

A) expand and connect the infrastructure of five mid-tier value chain enterprises (food hubs) by (i) establishing a new food hub facility in Gunnison, above, and (ii) expanding four hub-to-hub distribution routes to meet increased demand with greater efficiency, frequency, consistency, and reliability; and

B) developing the wholesale market for local/regional specialty crops through a 3-year regional marketing, education, and outreach campaign; an annual series of agritourism (farm tours) events; and five speed-dating events between chefs/buyers and producers in the region. These integrated activities address supply-side and demand-side issues simultaneously. Producers across the region who want to scale up their businesses gain reliable pathways to new, wider markets. New and existing markets gain access to a wider number of producers and products, along with reliable, frequent, and consistent deliveries. The project will increase local food purchases from 344 producers by $3.8M over three years.

- Facilitate the regional project; work with partners to coordinate efforts accomplish project objectives
- Lead data quality, monitoring, and evaluation
- Develop program evaluation methods and surveys, and gather and analyze data. Track key program metrics and suggest continuous program improvements based on analysis.
- Strengthen relationships and maintain regular communication with producers, grocers, institutions, restaurants, caterers, etc. as well as with key stakeholders to identify and better coordinate goal alignment and strategic priorities
- Manage the grant budget, reimbursement, and reporting *past experience in managing federal grants a plus
- Co-Create and distribute messaging for outreach and publicity
- Collaborate in fundraising for program, including grant writing, donor relations, program income, and business sponsors
- Co-author a business plan for the local food distribution center

REQUIRED SKILLS AND EXPERIENCE
- 3-5 years of management experience in either business, food service, farming, social enterprise, or nonprofit fields, including experience in supervising staff, sales, marketing, outreach, and building consumer and partner relationships;
- Demonstrated knowledge of business development, logistics, supply chain management, and value chain coordination;
- Food Hub Management Certificate or Bachelor’s degree required, ideally in concentrations of business, nonprofit management, or logistics;
- Previous experience with grant writing, contract administration, and project management;
- Experience with grant management, especially a federal grant
- Chef/ cook/restaurant experience very useful
- Impeccable customer service skills
- Strong computer skills with the ability to quickly learn and use inventory management software, such as Local Food Marketplace. Proficiency with Microsoft Office.

WHAT WE’RE LOOKING FOR
• Mission-Driven Motivation: work hard, sometimes with limited resources, in a rural mountain community in order to make a difference
• Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
• Collaboration: Be curious, self-motivated, and listen to understand. Seek to find and answer the bigger questions. Connect the dots or create the dots. Give and expect trust. Show respect for diversity of opinion, experience, and background.
• Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
• Focus on Needs of Stakeholders/ Funding Partners: Anticipate, understand, and respond to the needs of partners in order to meet or exceed their expectations within the organizational parameters.
• Optimism, Creativity, Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities. Entrepreneurial-minded.
• Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
• Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
• Leadership: Hold a big-picture vision and inspire others to achieve results that are in the best interest of the organization.
• Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
• Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Excellent time management, prioritizing, scheduling, and organizational skills a must.
• Planning: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
• Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
• Commitment: persevere in the face of challenges, remain dedicated to developing the program’s long-term plan and impact, and have a desire to grow with the company

“Plus” Skills
• Proficiency in Spanish language would be an asset
• Practical experience in sustainable farming/ranching, grocery/restaurants, food hub development, cooperatives
• Grass-roots organizing and advocacy for social change
• Regional knowledge / connections in food systems work, rural communities, and/or in Southwest Colorado
• Knowledge of state and federal agriculture initiatives

How to apply:
Please send the following to Holly Conn, Executive Director   director@mountainrootsfoodproject.org
1. Cover letter / letter of interest, describing how your experience will develop and enhance this program, what unique value you will add, and providing examples of three attributes your co-workers, friends, and family would all agree you possess.
2. Resumé
3. Contact information for two references

Please use “LocalFood GM Position_YourLastName” in your subject line and in the titles of your attachments.
Example   LocalFood GM Position_M.GREEN

Early application shows initiative. We will review candidates as they come in. If you’re serious about the role, do not wait until the deadline to apply.