



Position Announcement: Director of Operations

POSITION SUMMARY

Acorn Farmers' Market & Café is seeking a Director of Operations to start immediately to grow market operations for the 2022 season. A successful Director will have ample business training and experience with a deep understanding of local food systems and agriculture. The Director will manage all revenue and expenses to ensure Acorn is able to maximize revenue for operations and will closely monitor in-store happenings and will serve as liaison to the board.

RESPONSIBILITIES

I. Financial Management (30%)

- Track and manage daily sales.
- Analyze viability of new sales interventions.
- Manage all accounts payable for consignment and wholesale vendors.
- Maintain open line of communication with board Treasurer.
- Oversee management of payroll.
- Track monthly budget as approved by board of directors.
- Report data to Acorn's Board, as well as to vendors and other groups to track progress.
- Work closely with bookkeeper on accounting software entries and accountant on annual 990.
- Prepare operations reports for board and attend monthly board meetings.

II. Human Resources (20%)

- Recruit, hire and train new staff associates, shift managers and interns.
- Clarify staff roles and responsibilities, set example of accountability with staff.
- Regularly plan trainings for employees to ensure superior quality service and local food knowledge.
- Oversee merchandising and store organization/cleanliness, including managing loss prevention caused by theft or damage.
- Manage staff and volunteer schedules, assigning responsibilities to employees, checking to see if these responsibilities and assignments are carried out by the employees and volunteers.
- Perform staff evaluations based on performance-based metrics.
- Oversee all incoming vendor applications and vendor on boarding.

III. Marketing (20%)

- Develop a comprehensive monthly marketing and promotion plan.
- Coordinate with Manchester Market partners to create combined marketing materials and promotions.
- Work with staff and board of directors to execute marketing plan.
- Oversee development of in-store marketing to identify healthy food choices, nutrition information, recipes, etc.



- Oversee design marketing and merchandising for items that qualify for SNAP, DUFB and other food assistance programs.

IV. Programming and Fund Development (15%)

- Work with board directors and partner organizations to develop and execute consumer focused programming.
- Maintain a spreadsheet with upcoming grant opportunities.
- Work with the board to submit grant proposals for upcoming projects.

V. Vendor and Relationship Management (15%)

- Oversee new vendor onboarding.
- Work closely with shift managers to ensure ideal mix of consignment product is represented in the store each week.
- Establish clear and consistent communication with wholesale and consignment vendors.
- Regularly train staff on best practices of working with vendors.
- Serve as representative of Acorn for all store-related meetings and business.

MINIMUM REQUIREMENTS

- A bachelor's degree in business or related field.
- At least two years of management experience, experience in a nonprofit environment that partners with multiple other organizations.
- Experience with budgeting, bookkeeping skills preferably experience using QuickBooks.
- Experience analyzing, summarizing, and presenting business data in a clear and concise manner.
- Experience with team approach to business operations, setting and executing goals for employees.
- Effective communication skills both written and oral.
- Highly proficient with Microsoft Office, especially Microsoft Excel and Google suite.
- Highly knowledgeable in local food systems and agriculture.

COMPENSATION AND BENEFITS

- Compensation commensurate with experience starting at \$50,000.
- PTO and benefits contribution.
- Access to fresh, local foods.
- Positive and cooperative work environment.

ABOUT ACORN FARMERS MARKET & CAFÉ

Acorn Farmers' Market and Café is a neighborhood farmers market selling locally sourced meat, dairy, produce, baked goods, and freshly prepared ready-to-go foods. All products are priced by the producers and the producer keeps 75% of each sale. Acorn hosts local events focused on agriculture, nutrition, and the arts.



Acorn Farmers' Market and Café is a nonprofit organization. Our mission is to provide access to fresh food and support the economic viability of area farmers by promoting education, collaboration, and entrepreneurship.

To Apply

Send a cover letter and resume with two professional references to Acorn Board of Directors at megan@acornfarmersmarketcafe.org. Application deadline is May 6th at 5 p.m.