

Food Entrepreneurship Coordinator

The Franklin County Community Development Corporation (FCCDC) is a community supported non-profit organization that has been growing businesses and communities since 1979. We provide high quality business assistance to start-up and growing businesses by operating a Small Business Incubator, a Business Training Program, a Business Lending Program and the Western MA Food Processing Center (WMFPC).

The WMFPC, located in Greenfield, MA, opened in 2001 is a shared-use commercial kitchen incubator dedicated to assisting start up and expanding food producers. We train clients to use our commercial kitchen production space and equipment, we provide business and technical services to assist them in strengthening their food businesses, we offer co-packing services, value added processing/freezing for local farms and we produce our own line of value-added products for a diverse market, including retail, wholesale and institutional, markets. Since 2001, the WMFPC has worked with over 400 food businesses of many different sizes and models.

Position Description:

The Food Entrepreneurship Coordinator is a key member of the FCCDC and WMFPC team. They are the first person of contact for people interested in working in the Food Processing Center and often advise on basic food science, food production, and food systems. They spearhead the supply chain and sales of WMFPC owned and processed value-added products. The position involves a myriad of responsibilities including, but not limited to, attracting and onboarding clients, engaging farmers, assisting with product development, networking with institutional and retail store buyers, and selling WMFPC brands.

The ability to collaborate and communicate effectively on cross-functional, and diverse, teams is critical. This person will help the WMFPC increase revenue from fees generated by clients, sales of value added products, grant writing and fundraising. This person will coordinate with producers, farmers, institutions, retailers and distributors to expand the amount of local/regional food we, and our clients, process and sell.

This opportunity is ideal for someone who is motivated, innovative, a problem solver, entrepreneurial in spirit, energetic, self-directed, enjoys working with a wide variety of people, and committed to improving our regional food system. This person should be prepared to work in a dynamic, fast-paced environment. This position will report directly to the FCCDC Executive Director and work in close collaboration with the WMFPC Director of Operations, the Production Supervisor and other WMFPC staff. This position also works collaboratively with the Director of Business Development and other FCCDC staff.

Specific Duties and Responsibilities:

Clients:

- Work with clients, current and potential, in a timely manner to understand their needs and to explain WMFPC services to create individualized processing plans;
- Advise on basic food processing and food safety guidelines for developing safe and viable commercial processes;
- Complete client onboarding and provide ongoing support, including information sessions and 1:1 technical assistance;
- Spearhead communication and feedback loops with clients to improve programming.

FCCDC is an Equal Opportunity Employer committed to a diverse workforce.

Sales and Marketing:

- Increase sales of WMFPC owned value-added products, frozen local vegetables and other potential products, to retail and wholesale markets. This will include road days and in person sales visits;
- Coordinate entire supply chain, from farmer, to processor, to consumer, for value added productions;
- Work with Director of Operations and Executive Director to identify areas of growth, and production related changes;
- Market the WMFPC and attend conferences and other events, to promote the use of the facility and services;
- Explore creative ways to use the WMFPC to generate additional revenues.

Operations and Organizational:

- Assist Director of Operations in development and implementation of federally, locally, and facility required documents and operating procedures;
- Assist in shipping, receiving, and production as needed;
- Conduct tours, give presentations, develop workshops that cover FCCDC and WMFPC programing;
- Represent the WMFPC and FCCDC on the local, regional, and state level and with other non-profits and kitchen spaces;
- Work with FCCDC Staff outside of the WMFPC on organization development including event planning, lending referrals, and strategic planning;
- Assist the FCCDC Staff with fundraising efforts including donations, foundations, grants, fees, others;
- Other duties and tasks as assigned.

Qualifications and Requirements:

- Experience and/or degree in business, marketing, food systems, food production, food science, food industry, farming, food systems work or related field;
- Experience in client-centric work including counseling and assessment skills;
- Experience in sales, particularly institutional sales;
- Familiarity with conventional and regional based supply chain systems;
- Experience developing and conducting trainings, presentations and public speaking;
- Understanding of small businesses, farming, and agriculture in western Massachusetts;
- Ability to work with people of wide-ranging ethnicity, and socioeconomic status;
- Ability to work as part of a diverse team, as well as independently;
- Proficient with computers, social media, word processing, database and spreadsheet programs.

Type of Position: Full-time. Flexible work schedule with ability to work occasional weekends and evenings.

Benefits: Salary beginning in the high \$30,000s depending on experience, plus benefits including Health Insurance and flex-time.

To apply, please send cover letter and resume to resumes@fccdc.org by May 10, 2019.