

## Startup General Manager

### OVERVIEW

Shared Harvest Food Co-op is seeking a Startup General Manager to lead our successful grocery store launch. Shared Harvest will be a full service, member-owned, equal opportunity grocery store focused on local, sustainable and affordable food options. The store will be opened to the general public. Incorporated in December of 2012, the Co-op currently has over 600 members/owners and has launched a member loan campaign. The GM will serve as a key player in leading the implementation and success of this start-up cooperative venture.

Shared Harvest Food Co-op has been years in the making. A committed team of grassroots community board members have worked to make the dream a reality. We are now poised to launch and open the store in late 2016 or early 2017 and are seeking a Startup General Manager to lead this launch.

Guided by the Co-op's mission and reporting to the Board of Directors, the GM is responsible for the leadership and management of this start-up retail grocery operation. The ideal candidate will have senior management experience in the retail grocery industry, preferably in the co-op or natural food sector. The ability to develop and implement strategic initiatives, strong leadership and team-building abilities, excellent supervisory and communication skills, proven financial management experience, and a commitment to cooperative principles are very important.

### SPECIFIC RESPONSIBILITIES

#### Financial and Planning

- Prepare operating and capital budgets for approval by the board
- Work with the board to prepare proposals for lenders, including budget, cash-flow projections and business plan (plan already exists, but will need updating periodically)
- Ensure set up of bookkeeping and accounting systems
- Direct all financial operations of the cooperative
- Assist Board with member loan program as needed
- Investigate new business opportunities and make recommendations to the Board

#### Operations

- Plan and execute a margin strategy designed to be price competitive and maintain adequate profit for growth
- Ensure compliance with all applicable laws; licenses, permits, health regulations, employment, etc
- Select and oversee installation of POS systems and IT services
- Arrange for service providers; utilities, janitorial, credit card processing, security, etc
- Work with vendors and purchasing staff to ensure adequate opening inventory
- Develop and implement merchandising plan

## **Human Resources**

- Determine staffing structure and job descriptions
- Hire management staff and oversee hiring of all other staff
- Determine pay scale based on budget and local job market
- Develop and manage a staffing chart that promotes fair distribution of work while maintaining maximum service to customers
- Develop staff training plan
  - Management training for management team members
  - Orientation for all new staff, including training about natural foods and cooperatives
  - On the job training for all staff, including cross training of staff in all departments
- Research and establish employee benefits program

## **MARKETING**

- Develop an advertising and marketing strategy to increase public awareness of the cooperatives products and services
- Execute the advertising and marketing plan with budgetary guidelines
- Prepare or oversee store displays, signage, and other promotions to maximize marketing impact
- Community outreach

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and/or ability required. The ideal candidate will have proven successful experience with the functions listed below.

- Experience managing a retail food store
- Demonstrated experience with a start-up of a retail business
- Bottom line accountability for a business with annual sales volume of \$1 million or more
- Ability to analyze and report on financial performance
- Strategic planning experience
- Proficiency in accounting, including bookkeeping and financial statements
- Embrace values that align with a cooperative business
- Proven ability to build, develop, and lead a team
- Proficiency in Management Information Systems and POS software
- Experience in marketing in highly competitive markets
- Demonstrated experience in growing customer base

## **SUPERVISORY RESPONSIBILITIES**

This role is responsible for the overall direction, hiring, structure, coordination and evaluation of direct reports and for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **TO APPLY:**

Please email the following information to [info@sharedharvest.coop](mailto:info@sharedharvest.coop)

1. Cover letter, including your salary history and salary requirements
2. Resume
3. Three employment references with contact information

Competitive compensation package offered commensurate on experience.