

Northern Plains Resource Council
Job Description
“General Manager”
For the Yellowstone Valley Food Hub

Location: Billings, Montana

About Northern Plains Resource Council

Northern Plains Resource Council (Northern Plains) is a non-profit grassroots organization formed in 1972. We are committed to land stewardship, the preservation of family farms and ranches and small businesses, and to providing the information and tools necessary to give citizens an effective voice in decisions that affect their lives. We strive to protect Montana’s water, land, and air resources and our unique quality of life in order to pass them on, unimpaired, to future generations.

About the Yellowstone Valley Food Hub

Producers working with Northern Plains have laid the groundwork to think through what is needed to make local foods a more viable option in the Billings area. A business plan was commissioned and completed in late 2017, and fundraising has begun in earnest in early 2018. The Yellowstone Valley Food Hub will aggregate, distribute, and market both meat and vegetable products into a year-round multiple-producer CSA (Community Supported Agriculture) and handle the sales and distribution of member producers’ products into restaurants and eventually larger institutions in the Billings area.

Staff Role Within the Organization

The General Manager will work with the staff and board of the Northern Plains Resource Council, along with a group of local producers, to launch a Food Hub in Yellowstone County in the last quarter of 2018.

Until the Food Hub is incorporated as a stand-alone cooperative and spun off, Northern Plains Resource Council is serving as the fiscal sponsor, and is providing supervision and oversight of the General Manager and the project.

Job Summary

The General Manager is in charge of executing the decisions related to the creation of the Food Hub, implementing the business plan, recruiting more farmers and ranchers to participate, engaging more wholesale accounts, overseeing the marketing strategy, and fundraising. The General Manager is the only staff of the Food Hub until it grows into a profitable organization.

The General Manager is a full-time salaried position and is considered a professional administrative and exempt position. He/she must use his/her independent judgment to develop and execute strategies to achieve the organization's goals. The Food Hub General Manager is supervised by the Staff Director of Northern Plains until incorporation, and then is accountable to the Food Hub's Board of Directors.

Qualifications

- The General Manager (GM) must have a passion for food and agriculture, and a belief in the importance of a local food system.
- The GM must also be committed to the cooperative business model.
- The GM would ideally have experience working with a Food Hub, or other food purchasing or distribution background, or otherwise have a professional background in food or agriculture.
- Financial skills, business management experience or education is desired.
- Individual must be personable, a "people person." Attention to detail and good time management skills is a must.
- The GM must thoroughly learn the uniqueness of our region and its food supply, demand, and potential.
- Good driving record, reliable car, and drivers license
- Food safety training and certification a plus.

Specific Responsibilities

- The GM must work closely with our core set of producers, visiting their operations and learning their products.
- Overall financial responsibility, including administrative duties like filing necessary forms, reports, taxes, etc.
- Know and uphold food laws, food safety standards
- Understand the market
- Organize/ hold producer, board, and general membership meetings
- Developing new buyers accounts (restaurants, etc).
- Receive and organize food drop offs
- Coordinate deliveries, and do a lot of the delivery until the Food Hub is successful enough to hire that out. Food products are coming from up to 90 miles away. Distribution area TBD but probably focused on Billings.
- Oversee marketing and communications
- Select and manage a software platform for sales
- Maintain positive relationship with producers, community, and markets

- Recruit and retain more farmers and ranchers to sell through the hub Organize community events that would help get the word out and expand the customer base
- Fundraising to secure the financial viability of the Food Hub in its early stages, including by grant writing
- Eventually, hire, train, and supervise other Food Hub staff

SALARY AND BENEFITS:

\$40,000- \$49,000 depending on experience; health insurance; 3 weeks paid vacation; 8 paid holidays, paid sick leave.

TO APPLY:

Application deadline: May 31, 2018.

Email the following to Olivia Stockman Splinter, olivia@northernplains.org :

- Cover letter (tell us why you want the job);
- Resume;
- Short writing sample;
- Contact information for 3 professional references.

START DATE:

Not before July 1, 2018, to be determined and negotiated beyond that.