



Supply Chain Manager Job Description

Start Date: February 1, 2018

The Supply Chain Manager (SCM) directs the operations and growth strategy for DOL's community food hub activities, and although reports directly to the executive director, is self-motivated to complete tasks and meet challenges. The SCM will effectively manage a lean budget, and a small infrastructure base to efficiently move best-quality local farm products to community-based food access points and to market. An ideal candidate will have background in local and urban agriculture, local procurement, customer service, business development, community-based partnerships, and revenue forecasting. Participation in all aspects of food aggregation, distribution, and marketing will be required. Service to community needs is paramount.

RESPONSIBILITIES:

1. Work closely with the DOL team members, farms, and other stakeholders to develop and implement a multi-year business and operating plan for the food hub operations, including sales growth strategies within our distribution area.
2. Work internally with urban agriculture and food access teams, as well as externally with wholesale customers to ensure that the organizational and partner story and brand are transmitted effectively, honestly, and transparently to end-user customers.
3. Continue to grow the wholesale business while maintaining the standard of excellent customer service that the organizational reputation is based on. Effectively utilize an order-building system for wholesale that may include a new web platform.
4. Be organized and efficient in generating and processing paperwork, and be detail-oriented in every aspect of the work.
5. Work to better the food-safety regulatory compliance of food hub activities. Must uphold the organization's careful attention to cleanliness and safety in all aspects of its operation.
6. Ensure a safe, productive, efficient, and supportive working environment for employees, team members, and volunteers.
7. Work closely with the bookkeeper to ensure that accounting practices align with our accounting procedures and internal controls.
8. Maintain annual budget and cash flow projection in conjunction with bookkeeper.
9. Coordinate annual production planning with wholesale customers, farms, and urban agriculture team in December and January. This document guides production as well as sales strategies for the season.
10. Assist with grant applications and manage expenditures and funds tracking.
11. Assembling of the annual production plan by compiling data from customers and farms to better balance supply and demand.
12. Work with DOL team members, research and evaluation partners to collect various data.
13. Development of closer relationships with wholesale buyers to increase order size.
14. Regular and clear communication with producer-owners and DOL team members regarding the status and direction of the business.
15. Willingness and ability to work occasional weekends, after hours and holidays as required.

16. Ability to work under pressure, perform multiple tasks and manage constantly competing priorities. Must be able and motivated to invent the solution when no solution presents itself.
17. Willingness to travel to meet with customers and producers in a 200 mile radius.
18. Ability to work in outdoor temperatures and various weather conditions as needed, overcoming what adversity may arise.
19. Ability to lift and carry 50 lbs.
20. Supervise the Food Access Coordinator and work closely with them to to revise and enact direct sales strategies for CSA Program.
21. Set annual professional goals with the Food Access Coordinator and help manage those goals throughout the year with guidance from the DOL leadership staff.

MINIMUM REQUIREMENTS:

- An unshakeable commitment to the cause of building community-based food systems.
- A willingness to listen to diverse stakeholders, and absorb their concerns into the decision-making process.
- Excellent writing skills; must submit a writing sample.
- Experience in successful business startups.
- Bachelor's degree in business, management, or related field, plus 3 years of food systems management experience (or 5 years of closely related experience).
- Reside in, or have a willingness to relocate to Washington, DC.

PREFERRED REQUIREMENTS:

- A personal understanding of small-scale food production.
- Food hub management experience.
- Experience managing large federal grants.
- Ability to make human-based decisions; to employ both logic and love.

MOST CRITICAL PROFICIENCIES:

1. Specific and supportive communication in management of staff.
2. Persuasive sales skills, and a willingness to understand and honor the needs of both producers and customers when making sales.
3. A track record of success in business and financial management.
4. Experience in marketing, and a commitment to honesty of message and intent.
5. Thorough integrity in all organizational business; must lead by example, not just by proscription.
6. Strong commitment to social justice and diversity in all work.
7. Understanding of produce quality control, ability to spot and address quality problems.
8. An interest in the cooperative principles and the power of producer-owned marketing systems to reform our food systems.

Supervisory Responsibilities: One (1) direct report - Food Access Coordinator

COMPENSATION:

This position is PAID: salaried, varies DOE, \$45,000.00 - \$55,000.00

DOL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring,

placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Want to Apply?

Send your resume and cover letter with the subject line: LAST NAME - Supply Chain Manager by Friday, January 5, 2018 at 5:00pm to opportunity@dreamingoutloud.org or mail your response to Starsha Valentine, Director of Operations and Resource Development, at 419 7th Street NW, 3rd Floor Washington, DC, 20009. If your application is selected, we will contact you to set up an interview! Applicants will be interviewed on a rolling basis. Call with any questions at 202-800-2612 ext.104.