

**Rainier Beach Action Coalition
Food Innovation Center Director**



Organization: Rainier Valley Corps (RVC) DBA Rainier Beach Action Coalition (RBAC)

Project Name: Rainier Beach Food Innovation Center

Position Title: Food Innovation Center Director

Reports to: RBAC Food Innovation District Strategist

Position Status: Full-Time Employee (min.30hrs/wk)

Hiring Period: April 1st – December 31, 2019

Compensation: \$41.70 – 44.90 hr + Benefits

Description of Work

This new Food Innovation Center Director position will provide strategic advising toward the development of a brick and mortar Food Innovation Center facility, leading to day-to-day oversight of all aspects of the FIC's core operations, including the aggregation and distribution of local produce, the production and sale of value-added products to institutional buyers and the management of an incubator commercial kitchen. This individual will be an employee of the Rainier Beach Action Coalition, and this hands-on position will report to and work with RBAC's Food innovation District Strategist as well as other partners and community stakeholders. It is anticipated that this position would begin in April 2019.

Responsibilities

- Provide expertise and leadership throughout the pre-development and construction of the Food Innovation Center, working with development team and local authorities.
- Conduct extensive outreach to local residents and community stakeholders to identify alternative operating models.
- Complete business plan according to community/stakeholders feedback and needs/demands identified, as well as best practice and sustainable operation models available.
- Supervises Food Hub staff (Kitchen Operations Manager, Sales Manager, and Operations Associate/Driver). Promotes a culture of integration and coordination among staff. Ensures that the responsibilities and accountability of staff members are defined and understood and coaches staff in areas requiring improvement.
- Leverages entrepreneurial/business background to foster relationships with leaders across sectors and identify new opportunities for collaboration and growth.
- Guides and directs management of all aspects of the FIC's daily operations ensuring efficient and effective use of FIC resources and optimal service to project partners. Develops and implements procedures to promote appropriate communication and information sharing.
- Manages relationships with FIC partnering organizations as well as requirements for local authorities and project funders

RBAC is a grass roots neighborhood development coalition devoted to implementing the Rainier Beach Neighborhood Plan. RBAC seeks to build a connected, sustainable and equitable neighborhood, promoting the "made in Rainier Beach" concept, quality education, living wage jobs, affordable transportation and housing for all. RBAC promotes a safe place where people thrive in a neighborhood the world calls home and builds neighborhood capacity to enhance quality of life in Rainier Beach by addressing critical issues threatening the welfare of Rainier Beach residents.

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- Establishes and implements operating policies consistent with best practices. Works with RBAC FID Strategist to establish and uphold policies consistent with the RBAC's mission.
- Ensures that all operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Develops compelling communication and marketing materials to support outreach/promotion and fundraising efforts
- Manages consultants/vendors, as needed.
- In partnership with staff, measures and evaluates the results of FIC operations and regularly reports these results to the project leadership team. Recommends changes as necessary to improve operations.
- Occasional evening or weekend hours for meetings.

Qualifications

- Bachelor's Degree with 6 to 8 years of strong building project management and operations management experience.
- Experience starting up and managing a business or social enterprise related to agriculture and food systems.
- Background working in food production, processing, aggregation, and distribution.
- Outstanding leadership ability and communication skills.
- Strong attention to detail.
- Proven track record supervising staff and building successful consumer and partner relationships.
- Self-directed individual with the ability to work independently, with minimal supervision, as well as collaborate with others in a team setting.
- Strong computer skills with the ability to read, analyze, and interpret documents including financial reports and legal documents.
- Ability to work under pressure, manage competing priorities, and solve problems.
- Proactive, entrepreneurial attitude and eagerness to identify new opportunities for Food Hub growth.
- Experience with applying for and managing grants.
- Willingness to work with project partners, including emerging entrepreneurs and small farmers.
- Commitment to strengthening local food systems and increasing equitable access to nutritious food, specifically with people of color in low income communities.

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