



Center for an Agricultural Economy

Home of the
**Vermont Food
Venture Center**

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Farm Connex General Manager

The Center for an Agricultural Economy (CAE) is hiring a manager for Farm Connex, a food delivery enterprise that supports over 100 local farms and food businesses. The primary goal of the Farm Connex General Manager role is to oversee all aspects of Farm Connex including: increasing the accessibility of local food, expanding markets for producers, sustaining client relationships, generating new business, supervising staff and overall business functions, and operationalizing plans and policies to meet strategic growth objectives.

Farm Connex was acquired as a CAE enterprise at the end of 2019. The program has grown significantly in the past two years, both in the scope of our work and the volume of product moved to market for producers. We are looking for folks who are passionate about local food, working in a dynamic team environment, and working with statewide partners to innovate and expand our local food economy. We hope this new team member will help grow our food hub enterprise and can also help us evaluate and optimize our operational systems. A successful candidate will have an affinity for collaboration, strategic thinking and problem solving.

Building community leadership, investing in relationships, and listening to the needs of the community are core principles CAE applies to all of our work. We encourage anyone interested in this position to reach out with any questions they may have before applying. CAE strives to foster an inclusive and supportive staff culture where ongoing learning and growth are supported. This includes ongoing team learning around antiracism and equity in our personal and professional lives.

Summary of Position

Position: Farm Connex General Manager

Reports to: Executive Director

Full-time, 40 hours per week

Compensation: Starting salary range: \$55,000-\$65,000/year at 40 hrs/week, plus CAE's benefits package

Work site: This job is based in Hardwick, VT.

The Farm Connex General Manager will work closely with the Farm Connex team which currently consists of nine full and part time employees. This position will also engage with other CAE staff on a number of projects.

Responsibilities: There are many ways for an individual to succeed in this role. The role has accountability for fleet management, driver safety, operational efficiency, grants and budget management, and various other initiatives in support of quality service and business development. Additionally, the Manager is expected to develop and execute strategies that guide enterprise growth and provide critical leadership support to its

employees. Many efforts are collaborative, with opportunities for creative thinking and design. Below is a summary the Farm Connex General Manager responsibilities:

- Supervise Farm Connex staff to maintain schedules and work plans that allow for strategic growth
- Support the Warehouse Manager and drivers in daily logistics and dispatch functions as necessary
- Support Warehouse Managers to maintain and update routes as needed to establish efficiencies in the enterprise
- Sales and marketing outreach
 - Build and maintain client relationships
 - Explore opportunities to expand current producer services
 - Seek out new producer relationships
 - Conduct strategic review of new and existing client services
 - Establish, implement and review strategic sales targets
 - Develop and implement marketing strategies
- Develop and implement operational procedures as the needs of Farm Connex grow and change
 - Continually seek opportunities to optimize efficiency for high quality service and customer and employee satisfaction
 - Implementation of food safety protocols as they relate to storage and handling of a wide range of products (cold, frozen, dry-stored)
- Financial operations and administrative oversight
 - Consistent review of Farm Connex financial health (assessment of financial statements, periodic reviews with CAE Executive Director)
 - Coordinate with administrative staff on financial reporting, tax preparation, insurance, billing questions/discrepancies
 - Periodic assessment and update of Farm Connex business plan
 - Support grant writing and reporting efforts with program updates and written content as needed
- Long-term Business Growth and Strategic Planning
 - Review and evaluate strategic opportunities to move the business forward; assess challenges and proactively address short, intermediate, and long-term goals, opportunities, and concerns
 - Set short- and long-term sales goals and net income targets; create and implement sales plans to achieve revenue targets
 - Identify and implement strategic partnership opportunities with other food hub organizations across Vermont

About CAE

CAE was founded in 2004 to build a regenerative, just, and healthy local food system that creates socially thriving and economically vital rural communities. We do this through a range of programs which provide the infrastructure, education, and connectivity to forward our goals. Our approach is rooted in understanding specific community needs, and collaborating with local, regional, and statewide partners across sectors for long-term transformation and resilience.

CAE operates three food hub enterprises that support farm and food producers: Farm Connex is a local food delivery service, Just Cut is a root vegetable processing enterprise creating a farm to institution supply chain and the Vermont Food Venture Center is a full service facility with rentable kitchens and technical service support. Our community programs are focused in the greater Hardwick area and include the Grow Your Own food independence collaboration with the Hardwick Area Food Pantry and others, Place-Based Education collaboration with our local schools, local food sovereignty initiatives, and management of a 15 acre community space at Atkins Field Home to community gardens, orchard and farmers market.

To Apply:

Email jobs@hardwickagriculture.org with your resume and a letter of interest. Please include 'Farm Connex General Manager' in your email subject line. Applicants who go on to interview with us will also be asked to provide three references. This position is open until filled.