



**Job Title:** Startups & Skills Manager

**Position Type:** Full time exempt

**Function/s:** Startups & Skills

## **No More Empty Pots**

**Education. Stewardship. Sustainability.**

### **About No More Empty Pots**

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

### **Position Description | Startups & Skills Manager**

This position serves as the team lead for the Food Entrepreneur Program and the Culinary Certificate program, which together comprise the "Startups & Skills" team. Both of these programs seek to train working-age adults for work as culinary professionals in either a traditional or entrepreneurial setting. The Culinary Certificate Program is a Nebraska Department of Education-licensed private postsecondary school, and currently operates by collaborating with a number of partners including Metropolitan Community College. The Food Entrepreneur Program provides kitchen and food storage spaces to entrepreneurs and offers two tracks: business incubation, and business acceleration, consistent and productive process from initial contact to kitchen utilization. This position is ultimately responsible for the operation of both programs, including oversight of program operations and compliance, responsibility for tracking and maintaining the budget for the team, taking the lead on performance management for the team, working with other team leads to coordinate programming, and setting and meeting data-driven program goals as established and updated throughout the year. This person reports to the COO.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," as well as our 8 values: trustworthiness, people-orientedness, ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP's mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

#### **40% People Management**

- Scheduling and approving hours and time off for supervisees
- Lead weekly Startups & Skills L10 meeting and use EOS format to manage team
- Participate in 1:1 meetings and performance conversations with supervisees as appropriate
- Work with staff on other teams to execute programming
- Ensure supervisees receive appropriate training, including providing or coordinating training opportunities

#### **40% Program Management**

- Support the Chef Instructor and CCP Coordinator in managing all aspects of the Culinary Certificate Program including all steps of recruitment and admissions, culinary and workforce training, support of students with job search, management of contracts and agreements with partner organizations, coordination of shared programming with other NMEP team leads, and ensuring that applicants, students, and graduates receive appropriate supportive services and follow-up throughout their contact with the program
- Manage support staff to ensure Food Entrepreneur Programming is delivered including kitchen monitoring

- Ensure that all program requirements are met for both the CCP and FEP, stepping in to fill gaps beyond the scope of this specific job role as needed
- Ensure compliance with internal and external program requirements for both programs
- Ensure collection and reporting of all data needed for both internal and external program monitoring and improvement purposes including collecting outcome data for graduates and exits
- Guide CCP and FEP staff to make program developments that will improve participants' educational and self-sufficiency outcomes while maintaining compliance with complicated and overlapping internal and external requirements
- Collaborate with community stakeholders to deliver positive outcomes
- Expert business development insight including guiding entrepreneurs through the Phases of growing their business and supporting market testing and product feedback
- Support onboarding of entrepreneurs through clear expectations and establishment of a consistent and productive process from initial contact to kitchen utilization
- Create, plan, and manage programs, events of interest, and opportunities for growth for participants and entrepreneurs, including Entrepreneurship Invitationals, kitchen renters and Seed Fund applicants.

### **10% Financial Management**

- Support management of kitchen rental and financial account processing to support business objectives
- Support sustainable financial practices to operate both programs within budgets
- Managing and submitting financial documents in compliance with company policy including receipts, requisitions, invoices, and other sensitive documents
- Following and setting company policy to support the organizational KPI to close books by the third of the following month and drive the team to reach program financial self-sufficiency

### **10% Administrative**

- Attending or leading supervision and team meetings, responding to email and communications, professional development

### **Other Duties as Assigned**

- Other duties as assigned

### **Required Qualifications:**

- 3+ years food service management experience including training staff, leading team meetings, planning programming, managing a budget, and making data-driven, mission-focused decisions, preferably in the Omaha Metro market
- Demonstrated food business startup experience
- On call to respond to kitchen emergencies
- Must be available during program hours and during required staff meetings and events such as graduation
- Experience and skill to work with disinvested populations in a supportive learning environment and appropriately handle sensitive financial, HR, and other information and documents
- Proficiency in Google Suite and Microsoft Office including Excel
- Experience and skill to communicate effectively with a wide variety of stakeholders
- Experience in successfully managing collaborative education and/or self sufficiency programs or other similarly complex and demanding programs and projects, preferably for novice aspiring entrepreneurs
- Experience and skill to create, develop, implement, manage, execute, and evaluate goals and activities and ensure alignment with organizational strategic pillars of people, programs, and finances

### **Preferred Skills, Qualities, and Experience:**

- Three (3) years of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught, or a baccalaureate or associate degree in that trade or specialty and one (1) year of trade or professional experience at a journeyman level, or its equivalent in the trade or specialty to be taught
- Valid Food Handler or Manager ServSafe Certification

- Familiarity with the Omaha Metro social service system including employment services, federal and state benefits, and organizations that work with disinvested populations
- Valid First Aid or other safety certifications
- Conversational and written Spanish fluency preferred

**Working Conditions and Physical Demands:**

- Constantly operates a computer and other office equipment and supplies
- Frequently moves about in a commercial kitchen setting, both on-site at NMEP and off-site at other locations
- Frequently moves supplies weighing up to 30 pounds
- Frequently positions self to reach products stored on high or low shelves
- This person frequently communicates with staff, participants, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- This person must be able to work effectively in environments that are often loud, cramped, or hot
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

**STATUS:** Full-Time, exempt

**Compensation :** Commensurate with experience, \$41,600-62,400 annually.

**Benefits:** Full time staff are eligible for insurance benefits and all staff are eligible for paid vacation and personal time off. Flexible schedule and annual professional development funds.

**Reports to: COO**

**To Apply:** To be considered for this position, please submit a resume and cover letter to No More Empty Pots at [jobs@nmepomaha.org](mailto:jobs@nmepomaha.org). Be sure to include why this position with No More Empty Pots is a good fit for you.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.