

ENTREPRENEURSHIP TEAM MANAGER



Position Type: Full time Exempt
Position Level: Manager
Functions: Entrepreneurship Team

JOB DESCRIPTION

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.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' 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.

POSITION DESCRIPTION

This position serves as the Manager for the Entrepreneurship Team. This position is ultimately responsible for the operation of the program, including oversight of program operations and compliance, responsibility for tracking and maintaining the budget for the program, working with other teams to coordinate programming, and setting and meeting data-driven program goals as established and updated throughout the year. This person reports to the Programs Director.

Candidates for the Entrepreneurship Team Manager should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risks

60% PROGRAM MANAGEMENT

- Ensure that all program requirements are met for the Entrepreneurship Program, stepping in to fill gaps beyond the scope of this specific job role as needed
- Ensure compliance with internal and external program requirements
- Ensure collection and reporting of all data needed for both internal and external program monitoring and improvement purposes including collecting outcome data for entrepreneurs and exits
- Make program developments that will improve participants' educational and self-sufficiency outcomes
- Collaborate with community stakeholders to deliver positive outcomes
- Manage entrepreneur experience with communication, consistent processes and accountability from onboarding through exit process.
- Create, plan, and manage programs, events of interest, and opportunities for growth for participants and entrepreneurs.
- Provide coaching to entrepreneurs including business path assessment, goal setting, development plans, market testing and connecting them to leveraged resources

20% PEOPLE COORDINATION

- Manage support staff to ensure Entrepreneurship Programming is delivered including client management
- Scheduling and approving hours and time off for supervisees
- Lead weekly Entrepreneurship L10 meetings

- 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

10% FINANCIAL MANAGEMENT

- Collaborate with the Facilities team regarding program needs specific to the pricing model and revenue generation of entrepreneur kitchen rental in support of organizational objectives
- Support sustainable financial practices to operate the program within budget to reach self sufficiency.
- Follow company financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents

10% ADMINISTRATIVE

- Attend Leadership and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- 3+ years 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 business startup or business development experience
- Must be available during program hours and during required staff meetings and events
- 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

- Familiarity with the Omaha Metro social service system including employment services, federal and state benefits, and organizations that work with underserved 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

ADDITIONAL JOB DETAILS

- **Compensation:** \$43,680 - 72,800
- **Status:** Full Time 40 hours
- **Reports to:** Programs Director

To Apply: To be considered for this position, please submit a resume, cover letter, and 2 professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

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.