



CommonWealth Kitchen Director of Manufacturing Business Operations

July 15, 2018

CommonWealth Kitchen (CWK) is Boston's food business incubator and food manufacturing social enterprise. We're on a mission to break down the barriers for low-income women, immigrants and people of color to build viable food businesses as a means to generate assets and wealth, create jobs with few barriers to entry, and strengthen the infrastructure needed to build a just, equitable, sustainable regional food economy.

Our operations. We provide shared-use commercial kitchens for rent on a membership basis combined with wraparound business and technical support to @ 50+ start-up and emerging wholesale and retail food companies. On average, @ 75% of our member businesses are owned by women and/or people of color. In addition, we operate our own food manufacturing enterprise, providing contract processing to our emerging member companies to help them efficiently scale, and providing value-added processing for farms and product development and processing for food service—particularly colleges, hospitals, and public schools. Examples of products being manufactured include: cookies, churros, veggie burgers, eggplant meatballs, apple crisp, tomato sauce, pickles, apple sauce, and muffins.

Over the past 4 years, CWK has been in the midst of exponential growth, increasing from a staff of 3 to a staff of 22, introducing multiple new education and training programs, and launching its signature food manufacturing operation. In 2015, CWK was named “Best Incubator” by Boston Magazine and a “Game-Changer” by The Boston Globe.

Position Overview. CWK seeks an entrepreneurial senior manager to lead our manufacturing team. Reporting directly to the Executive Director, the Director of Manufacturing Business Operations requires a strategic mindset, a broad understanding of the food service industry and associated supply chain, familiarity with product development, packaging, and manufacturing processes, and demonstrated experience in B2B sales. The Director must also have strong management, communication, and organizational skills, and ability to lead a collaborative team.

Primary Responsibilities

- Develop and manage a business growth plan and client pipeline to maximize utilization of CWK manufacturing operation in service of mission and revenue goals;
- Manage new client acquisition, project recruitment and contract negotiation;
- Oversee all purchasing, logistics, and inventory control related to manufacturing operations, directing staff tasked with implementation;
- Negotiate/secure supplier and distributor contracts to meet growth goals;
- With support of CWK facilities team, oversee all food safety and other regulatory compliance related to contract manufacturing;
- Develop and manage annual team work plan and budget and supervise staff involved in sales, client management, and direct manufacturing operations;
- Participate in Senior Manager and Management Team meetings;
- Other duties as assigned at the discretion of the Executive Director.

Direct Reports & Supervision. This position will initially supervise the contract manufacturing production manager and program manager, as well as coordinate the work of outside vendors/contractors as needed.

Qualifications

- Five or more years in food service sales, food manufacturing, or equivalent management role, including management of direct reports;
- Proven track record of B2B sales in wholesale and institutional food service markets;
- Experience in product development and taking new food products to market preferred;
- Strong knowledge of food safety and the regulatory environment for food manufacturers;
- Excellent verbal and written communication skills;
- Proven financial management skills and business strategy acumen;
- Strong systems, organization, and team-building approach;
- Excellent attention to detail and commitment to high quality service;
- Ability to work in an entrepreneurial, collaborative, fast-paced start-up environment;
- Personal commitment to CWK's mission;

CommonWealth Kitchen is an equal opportunity employer. We value a diverse staff who are representative of the community we serve and who bring a variety of traditions, experiences, and points of view to our organization. Individuals of all backgrounds are strongly encouraged to apply. Interested candidates must be authorized to work legally in the United States.

Compensation. CommonWealth Kitchen offers a fast-paced, rewarding work environment at our 196 Quincy Street location, a group employee health insurance plan, and standard holiday and vacation benefits. Pay based on experience.

To Apply. Please send a letter of interest, resume, and supporting materials to HR@CommonWealthKitchen.org (no calls please). We will review all submissions and only contact individuals selected to continue in the search process. Applications will be accepted until the position is filled.