

The Market Entry Fund

Position Description

Title: Program Manager
Classification: Full-Time – Non-Exempt

Founded in 2019, The Market Entry Fund (TMEF) is a growing nonprofit with the mission of enabling diverse micro food manufacturers and processors to enter and thrive in the CPG food sector. To do so, TMEF collaborates with entrepreneurs, retailers, and other support organizations to deploy needed business and technical resources, microgrants, and advocacy services for diverse and emerging food entrepreneurs, who seek to enter and make a sustainable contribution to the local food supply chains. Equipped with resources and a culturally agile approach to this sector, TMEF aims to increase the number of successful food processors of color and the diversity of locally made CPG foods in the food and beverage market. To this end, TMEF is looking for an entrepreneurial and culturally agile individual to join the team as the lead manager and organizer of programs and operations.

Position Overview

The Program Manager administers TMEF's existing initiatives and programs; runs its daily operational functions and processes and supports its community engagement and strategic development. TMEF contracts with external organizations, retailers, businesses, and other nonprofits to administer some programs, while other programs are administered in-house. TMEF plans to grow the existing programs, while building new ones in the next 3-5 years.

Overview of Key Responsibilities

- Program Management: Organize and coordinate programs, initiatives, and partnerships such as:
 - The 100K Retail Accelerator Campaign – an accelerator retail program that helps drive revenue for CPG food brands/businesses that are ready.
 - The Co-retailing Access Program – helps cover membership dues for the brands/businesses (typically start up or newer brands) to get their food products on consumers shelves for the first time, or to grow higher margins in the initial stages.
 - The Micro Grants Program – provides grants to food entrepreneurs who can demonstrate that the grant amount can help make a true break through on a specific and existing challenge in the business.
- Operations Management: Organize the daily operations and administrative processes, such as:
 - Coordinating grantmaking processes from start to finish,
 - Managing communications with TMEF's target community and stakeholders.
 - Managing contracts and office needs, such as bookkeeping, reporting, and other fundamental systems of nonprofit management.
 - Organizing community learning programs and engagement activities with and for key stakeholders (e.g., food entrepreneurs, funders, government agencies, community leaders..)
 - Gathering and synthesizing data and research about impact and/or topics related to the industry and the field, and then disseminating and sharing the findings.
- Executive Assistance: Support and assist the President and Board to carry out the mission of the organization, through the activities such as:
 - Reviewing and researching fundraising strategies and grant opportunities.

- Scheduling and organizing opportunities with donors and assisting with community relations, including donor reporting.
- Coordinating, organizing, and maintaining processes and calendars/schedules for key program timelines, meetings as well as event/travel planning needs of the executive team.
- Organizing fiscally sponsored activities and accounting functions including expensing, reporting, disbursements, and documentations as needed by the Executive Team, TMEF's fiscal sponsor and partners.
- Assisting in TMEF's infrastructure, systems and capacity building efforts, including financial and HR systems to operate programs and services.

Working Conditions

The Program Manager currently reports to the Executive Director. The work arrangement is a hybrid environment, with a substantial portion of the week expected to be in-person for the first 6-months to one year, to onboard properly and ensure the person is positioned to do well and be successful in an organization that is fairly new and rapidly growing and changing. TMEF's office is housed in a shared business/retail space in St. Paul's historic Grand Avenue. The office setting/environment runs between very quiet to super busy depending on the season/time of the year. The position typically collaborates with 2-3 other individuals whose work parallels the mission of TMEF. Beyond the first year and based on performance, the opportunity for a hybrid arrangement with less time in person is possible if desired. TMEF continues to assess Covid19, and industry conditions and will adjust as appropriate.

Key Qualifications

- 3-5 years of substantial responsibility and experience in office and program administration in a nonprofit or social business setting – with exposure to grant processes – or willing to learn. A plus having collaborated with entrepreneurs and startups.
- Ability to effectively use social media and Microsoft programs (Excel, Word, PowerPoint) and other relevant tools.
- Excellent synthesizing and writing skills, with an ability to tell stories of people and their passions (persuasive writing – connecting to data and evidence).
- Effective and adaptable, cross-cultural communication, customer services
- Curious, open, and comfortable asking questions and asking for assistance.
- Appetite for learning new and different areas, experiences, and communities.
- Adept in fluid and dynamic, sometimes ambiguous, settings – understanding the nature of startups and small businesses.

Compensation

This position starts at \$53,000 per year and may be negotiable depending on experience. The position may be structured in a variety of ways for the first year. The position has great potential for high growth based on how fast you learn, grow and your performance. It is full time non-exempt, working between 36 - 40 per week, with competitive PTO accrual time that can be used as paid vacation/sick leave. A monetary contribution to help cover health insurance premium is also provided.

To Apply please submit your cover letter and resume to Kayla Yang-Best, Executive Director at kayla.yangbest@marketentryfund.org. Email inquiries are welcome.