

The Market Entry Fund

Job Title: Chief Operations Officer (COO)

Location: [Saint Paul - Hybrid]

Status: Full-Time (preferred)

Compensation: Competitive and negotiable

About The Market Entry Fund

The Market Entry Fund (TMEF) is a 501(c)(3) nonprofit that supports underserved entrepreneurs in food processing and manufacturing for the consumer-packaged goods market. We provide financial support and resources to remove systemic barriers, promote inclusive economic growth, and create lasting social and economic impact. We envision a food economy where diverse entrepreneurs succeed and the communities they feed prosper.

Position Overview

The Chief Operating Officer is a senior leader responsible for advancing TMEF's vision by ensuring financial health, driving internal and external partnerships, and ensuring operations and programs are effective, measurable, and scalable. At its core, this role combines visionary leadership with active management and execution to create cohesive strategies that further the organization's mission and vision.

Key Responsibilities

1. Strategic Operations and Programs

- Shape and execute TMEF's long-term strategy, ensuring programs and initiatives align with mission and goals.
- Partner with the President to set priorities, identify opportunities, and adapt to challenges.
- Guide program design and delivery to be innovative, scalable, and responsive to underrepresented entrepreneurs.
- Build impact measurement into every program, with clear objectives and outcomes.
- Track industry shifts and apply community voices to strengthen strategies that drive inclusive economic growth.

2. Resource Development and Financial Sustainability

- Steward TMEF's finances to support sustainable growth.
- Co-lead budgeting and financial management, maintaining strong fiscal health and transparency with the board.
- Drive fundraising initiatives that secure donor, foundation, and corporate support.
- Build relationships with funders, key stakeholders and partners in the ecosystem.

3. Building Organizational Culture

- Champion TMEF's values and mission-driven spirit, modeling them in decision-making.
- Promote a culture of accountability and learning across the organization.
- Engage and develop staff; and build capacity to deliver on goals and deepen impact.

4. Collaboration and Partnership Development

- Build and sustain partnerships with nonprofits, corporations, government, funders, and community organizations.
- Foster collaboration within TMEF, strengthening teamwork and avoiding silos.
- Lead joint initiatives and cross-sector partnerships that amplify impact.

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5. External Relations and Thought Leadership

- Represent TMEF at conferences, forums, and in the media to advocate for inclusive entrepreneurship.
- Cultivate relationships with funders, policymakers, and community leaders to expand recognition and support.
- Create and share compelling narratives and data that highlight TMEF's impact and lessons learned.

6. Impact Measurement and Data-Driven Insights

- Design and oversee TMEF's impact measurement framework, with clear, data-backed metrics for success.
- Lead data collection, analysis, and reporting to assess program outcomes, organizational effectiveness, and long-term community impact.
- Use evidence to drive continuous improvement, refining programs, processes, and strategies based on results.

Qualifications

- **Education:** Bachelor's degree required; Master's degree in nonprofit management, business administration, social impact, or a related field preferred.
- **Experience:**
 - 8-10 years of senior leadership experience in strategy, collaboration, or impact evaluation within a nonprofit, social enterprise, or mission-driven organization.
 - Proven track record of successfully leading strategic initiatives, building cross-sector partnerships, and developing impact measurement frameworks.
 - Experience working with or within communities that face systemic barriers to entrepreneurship is highly desirable.
- **Skills:**
 - Strong strategic thinking and problem-solving abilities, with a demonstrated ability to create long-term plans and ensure successful execution.
 - Exceptional interpersonal and communication skills, with a talent for building and maintaining relationships across diverse stakeholder groups.
 - Proficiency in data analysis and impact measurement tools, with the ability to translate insights into actionable strategies.
 - Passion for social justice and a commitment to advancing inclusive economic growth for underrepresented entrepreneurs.

What We Offer

- Competitive salary and comprehensive benefits package.
- Opportunity to play a leadership role in an innovative, mission-driven organization.
- A dynamic and collaborative work environment that values diversity, impact, and innovation.

To apply, email your resume to info@marketentryfund.org. Applications will be reviewed on a rolling basis — apply early. The application will remain open until the position is filled.