



**Position Title:** Manager of Mobile Food Accelerator  
**Department:** Women's Business Center  
**Reports To:** Director of Women's Business Center  
**FLSA/ Status:** Exempt/ Full Time  
**Hiring Range:** \$50,000-\$59,000  
**Job Family:** Manager  
**Created:** June 2018

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## WHO WE ARE

Mi Casa Resource Center is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa's suite of business services enable aspiring entrepreneurs – especially women and minorities – access to training, counseling, microloans and technology training. As Colorado's only Women's Business Center (WBC), Mi Casa partners with the U.S. Small Business Administration to start and grow small businesses in low-income communities.

## POSITION SUMMARY

The Manager will be responsible for managing and coordinating all aspects of the Food Accelerator program including managing a network of mentors, sponsors, and business owners; managing partner relationships and coordinating & managing marketing, promotion, and recruitment. This position will also be managing programming for cohorts including coordinating curriculum, logistics, and communication and coordinating all other aspects of the program. The Manager will also be responsible for seamless delivery, and quality control and evaluation.

## KEY RESPONSIBILITIES:

### Leadership

- Implements strategic direction for the Food Accelerator program.
- Implements and drives initiatives to build local demand and support for a robust local food system.
- Supervises staff, volunteers, and interns, if needed.
- Develops and maintains strategic partnerships and relationships with sponsors, local partners and other stakeholders.

### Operations

- Manages the implementation and execution of the Accelerator's programming schedule, which will include: trainings, consulting sessions, mentor meetings, commercial kitchen coordination, pitch sessions and tasting events.
- Develops a mentor network for the Accelerator and works with them to make sure the relationship with the business owners is successful.
- Forges partnerships with other organizations to provide services to the business owners, to market the program and to obtain sponsorships.
- Manages marketing, outreach, recruitment and selection of program participants.

**Mi Casa's Mission:** To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

**Mi Casa's Core Values:** Community, Integrity, Innovation, Expanding Opportunities, Connection



- Prepares all required reports and maintains a comprehensive set of records on all participants, client activity and outcomes.
- Oversees creation, implementation and evaluation of the Accelerator program.

### **Independent Judgement**

- Uses discretion in determining best ways to support participants.
- Has day-to-day operational and financial decision-making responsibility.

### **Evaluation**

- Prepares all required reports and maintains a comprehensive set of records on all participants, client activity and outcomes.
- Assists with evaluation of program outcomes, including data collection and input.
- Assists with data entry of information generated from consulting sessions.

### **Fundraising and Grant Management**

- Assists with fundraising as needed.
- Monitors grant budgets and ensures funds are spent appropriately.

### **QUALIFICATIONS**

- BA/BS in business administration, management, or non-profit management.
- Demonstrated success developing and managing programs that include training and events.
- Entrepreneurial experience and/or experience working with small businesses.
- Experience with the local food industry, demonstrated relationships with food entrepreneurs and/or restaurateurs.
- Experience and demonstrated ability facilitating groups, teaching, and/or training adults.
- Experience working in a non-profit organization and working with diverse populations.
- Ability to be flexible and work evenings or weekends.
- Bilingual English/Spanish.
- Valid driver's license, good motor vehicle record and valid auto insurance.

### **KEY COMPETENCIES**

- Passion for social innovation, entrepreneurship and food systems
- Entrepreneurial drive and experience with the local food industry
- Demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives
- Strong leadership and project management skills (goal-setting, organization, and implementation)
- Excellent written and verbal communication skills
- Excellent quantitative and analytical skills
- Ability to develop/manage strategic partnerships
- Team player

**Mi Casa is an equal opportunity employer.**

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by June 29, 2018. Interviews may occur as qualified candidates apply.**

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