



Retail Markets Director

OBJECTIVE: Expand access to fresh, healthy affordable foods in our region through Capital Roots' Retail Food Access Programs: the Veggie Mobile® and the Veggie Mobile® Sprout, Healthy Stores Program, Urban Grow Center Market and other new pop-ups opportunities.

QUALIFICATIONS: Position requires an organized and self-motivated candidate with staff management skills and a commitment to community food security. Bachelor's Degree and 3+ years of relevant work experience required. Staff and project management experience, excellent customer service and communication skills are essential; previous experience with retail sales and food are a plus. Grant and budget management experience is also a plus. Must have a positive attitude, experience working with diverse communities, ability to manage employees, high energy level and possess a genuine interest in the mission of our organization; plus the ability to lift 50 lbs. Must also have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.

RESPONSIBILITIES INCLUDE:

- Manage Capital Roots' Retail Programs including: Mobile Markets (Veggie Mobile®), Healthy Stores Program, the Urban Grow Center Market, and Healthy Retail Pop-Ups
- Supervise the retail markets team members to ensure achievement of programmatic goals, and work with the Volunteer Coordinator to manage volunteers and interns
- Train staff, volunteers, and interns in hospitality and customer service
- Work with the Communications Team to develop and implement outreach and education materials for the all Retail Programs
- Coordinate Retail Programs finances, including monitoring grant budgets and maintaining daily/monthly accounting reports
- Support team to maintain regular reporting and data collection efforts including those associated with programmatic outputs, local food purchasing, financial information, grant deliverables and others requirements as needed
- Work closely with Food Hub Director to ensure goals and needs are met for food programs
- Collaborate with other members of the Capital Roots' Management Team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture
- Work closely with Capital Roots' CEO to help achieve the organization's mission and strengthen programming
- Other duties as assigned by the CEO

SALARY & BENEFITS: This position is a full-time exempt position with a salary of \$51,480 per year. Excellent benefits including fully paid comprehensive medical insurance and partially covered dental insurance upon hire (benefit valued at ~\$8,000). In addition to generous vacation time, we observe 11 paid holidays and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan and are eligible for the Public Student Loan Forgiveness program.

About Capital Roots: Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more about Capital Roots, go to www.capitalroots.org.**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send cover letter and resume (no calls please) to:

Amy Klein, Chief Executive Officer | 594 River Street, Troy NY 12180 | email: amy@capitalroots.org