

### **Sales and Aggregation Manager**

Grow Ohio Valley a non-profit social enterprise leading the charge to improve food access in the Upper Ohio Valley region. We achieve this mission with a three-pronged approach by growing produce on urban farms, aggregating and distributing produce from local farmers, and conducting community outreach and education.

We are looking for a Sales and Aggregation manager to lead our sales team and oversee core income-generating initiatives. In this position, you will work closely with the executive director and a 5-member sales team, as well as a network of local producers and community partners. This is a full-time, salaried position in Wheeling, WV.

#### **ROLE & RESPONSIBILITIES**

- Source, order, price and specify sales outlets for all produce and food products distributed by Grow Ohio Valley
- Maintain excellent grower relations and recruit new producers
- Create and maintain standards and procedures for harvesting and handling produce
- Manage resources to operate a mobile farmer's market and 100-member weekly Community Supported Agriculture program, as well as wholesale and other accounts
- Perform and report weekly profit/loss and cost analysis for food sales by channel
- Monitor inventory levels and regulate product quality
- Set sales goals and track performance with detailed accounting records and price research
- Be a champion for our mission at speaking engagements and public events
- Position aggregation operations to become GAP certified within 24 months and obtain a Food Handler's license
- Establish, maintain, and promote a professional and collegial atmosphere among work colleagues and subordinates

#### **SKILLS & EXPERIENCE/QUALIFICATIONS**

- Strategic and creative thinker with strong collaboration skills
- Natural leader with professional experience in food production and sales/retail
- Self-starter filled with initiative and unafraid to take risks
- Keen sense of identifying priorities with experience managing teams
- Passion for providing exceptional customer service with excellent communication skills
- In-depth knowledge of produce and other farmers market items, market pricing, and agricultural production
- Comfortable and competent with computer programs, including Word, Excel, Google, Office, and QuickBooks
- Able to lift 50lbs safely
- Possess a valid driver's license and pass a background check