

Project Manager Job Description

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Project Manager Purpose

To meet the goals and objectives set by the Board of Directors and direct the Working Committees of the Monadnock Food Co-op (MFC). The Project Manager reports to the MFC Board of Directors until the General Manager is hired, and has the responsibility of planning the co-op development process and seeing that it is completed successfully within the given deadline. S/he needs excellent management skills to coordinate with Board of Directors, future General Manager, Working Committees and with the co-op members, stakeholders, and community.

Key Competencies and Skills

Two of the most important skills for project management are planning and organizational development skills. Along with these, the Project Manager should have a variety of other competencies, such as:

- Good communication (verbal and written) and excellent interpersonal skills
- Developmental skills
- Leadership qualities
- Efficient team management skills
- Ability to resolve conflicting situations
- Effective problem solving skills
- Computer/technical knowledge
- Basic financial management understanding/skills
- Demonstrated ability to:
 - Motivate and lead others
 - Build an effective management team/board/task force
 - Manage own and others' time effectively
 - Handle multiple demands
 - Give and receive feedback

Primary Duties/Responsibilities of the MFC Project Manager

- The MFC Project Manager needs to be able to manage more than one project at a time, and make sure that multiple objectives are being met on the same timeline.
- The Project Manager is responsible to be aware of every component of the co-op development project--including financial development, internal readiness/board capacity building, membership and member loan campaigns, marketing and communications, finance and facilities development, community and farmer outreach, and oversee press communications.
- The Project Manager works with the treasurer and Finance Working Group to plan out the resources needed for the co-op development project, and help maintain the organizational budget and review the pro-forma until the General Manager takes over this duty.
- The Project Manager develops/maintains relationships and communication with Cooperative Development specialists, Board members, working group members, co-op member-owners, and the community of potential stakeholders and partners, acting as a link between all parties.
- The Project Manager needs to prepare and present project reports on a regular (at least monthly) basis to the MFC Board of Directors.
- The Project Manager needs to constantly evaluate whether volunteers, working groups, and the board are working efficiently and meeting their goals, and take corrective actions if they are not.

AREAS OF RESPONSIBILITY:

- **Planning**
- **Finance**
- **Communications**
- **Marketing, Membership & Volunteer Management**
- **General Tasks**

I. Planning

1. Co-ordinate long-range planning process with the Board of Directors.
2. With Board President, set Board meeting agendas and distribute to Board.
3. Participate in regional/national co-op development connections—webinars, phone conferences, etc. with Food Co-op Initiative, CDS Consulting Co-op, Neighboring Food Co-op Association, National Co-op Grocers DC, etc.

II. Finance

1. In consultation with the treasurer, revise the operating budgets as necessary and advise the board for its consent on a timely basis.
2. Work with Board on planning and raising needed funds for the success of the project, including pay for Project Manager.
3. In consultation with the treasurer, select, secure, and coordinate all legal, accounting, banking, consulting and other professional services that are deemed necessary for the protection/promotion of the Monadnock Food Co-op.

III. Communications

1. Act as liaison between the MFC Board and member-owners/community.
2. Answer Co-op phone and respond to messages in a timely fashion.
3. Check Co-op email regularly and respond to emails in a timely fashion.

V. Marketing, Membership & Volunteer Management

1. Work with the Marketing Committee to coordinate Marketing efforts.
2. Oversee the development of new marketing opportunities.
3. Make presentations to community to recruit members and volunteers, including doing radio/TV appearances, tabling, and presenting regularly to civic groups, etc. across the Monadnock Region.
4. Supervise, recruit and support Monadnock Food Co-op volunteers.
5. Keep members/Board/working groups informed about Co-op affairs, encourage member participation in the Co-op, and see that member complaints and suggestions are given consideration.
6. Supervise community outreach programs.

VII. General Tasks

1. Attend Board and Working Group meetings.
2. Perform other tasks as assigned by the Board of Directors (General Manager) in a timely fashion.