



**17 Hancock Street, Portsmouth, NH 03261**

**[www.nhcommunityseafood.com](http://www.nhcommunityseafood.com)**

**603-263-4741**

## **General Manager, NH Community Seafood**

NH Community Seafood (NHCS), founded in 2013, is a multi-stakeholder cooperative operating from a homebase office in historical Strawberry Banke, Portsmouth. Our cooperative encompasses a successful Community Supported Fishery (CSF) and a Restaurant Supported Fishery (RSF). NHCS seeks a General Manager to oversee operations. NH Community Seafood is a values-based cooperative with both Fishermen and Consumer Shareholders. We support the small boat fisheries community. Our mission is to provide local, fresh and often underutilized seafood to our local community and beyond. Currently, our season runs from April-December. Typically, January- March are planning and coordination months, while April- December are active months of seafood distribution. Our organization is run by a Board of Directors which is comprised of at least half fishermen. In recent years, we have seen an increased awareness and support for local seafood and wish to proceed with a growth model in mind.

### **The General Manager Position consists of the following responsibilities:**

Management of a 2-3 person staff, including an Assistant Manager, Delivery Driver and often times, an intern

Professional Fish mongering- accessing, ordering and organizing the weekly sales of groundfish and shellfish from identified harvesters and suppliers

Attend Board Meetings and present business and budget reports

Develop annual budgets and pricing structure for products

Communicate the story and mission of NHCS to members and the community

Establish and maintain relationships with local fishermen and seafood harvesters

Manage all accounts receivable and payable, including Quickbooks account

Manage software system, Local Farm Marketplace and set up season within system

Manage website, weekly Newsletters and weekly order notifications to members

Maintain and annually update all relevant permits and licenses

Maintain accurate records of weekly sales and fishermen purchases

File annual reports to maintain corporate status

Develop Membership types, add on products and marketing strategies

Consistently grow CSF and RSF Membership

Manage and coordinate at least 20 Pick up locations and several Restaurant and retailer accounts

Oversee and manage weekly delivery route

Maintain accurate records of Consumer and Fishermen Shareholders

Daily communications and coordination with our Processor

Ordering and stocking of all office supplies, packaging supplies, delivery supplies, pick up location supplies

Maintain active Social Media presence through Instagram, Twitter and Facebook Business Page

Oversee maintenance of company truck, DOT filing requirements, insurance and registration requirements

Oversee all company insurance policies and review annually

Develop marketing strategies, promotion materials and outreach and education activities

**Qualifications for this position are:**

At least 3 years' experience in either cooperative, CSA or seafood management and sales

Experience in local food sales and purchasing, management, marketing, customer relations and online sales

Communications, networking and experience

Strong organizational skills

Comprehensive knowledge of Excel, Quickbooks, Ascend or comparable email communication software

Experience with Local Farm Marketplace or comparable software preferred, but not necessary

**Qualities that will make you a great candidate for this position:**

A passion for supporting our local fishing industry and minimizing the length of the seafood supply chain

Multitasker and dynamic Problem Solver

You like to convey the story of the local fishing industry and their struggles

Ability to work and communicate with a diverse and dynamic group of stakeholders

A passion for sales and a creative and imaginative marketer

Versatile, flexible and possess a positive attitude

Work well independently and are self-motivated

A natural leader, strategic and innovative

Networker and collaborator

**Salary commensurate with experience**

**DEADLINE TO APPLY DECEMBER 6**

**INTERVIEWS WILL BE HELD DECEMBER 13-17**

**HOW TO SUBMIT YOUR APPLICATION: Please submit cover letter and CV, with  
“NHCS GM Application” *in subject line* to Dr. Gabriela Bradt at: [gmmartinez374@gmail.com](mailto:gmmartinez374@gmail.com)**