



Food and Beverage Strategist

About the Organization

TechTown is Detroit's entrepreneurship hub. We empower Detroit-based startups and local businesses by providing resources, collaborative workspace and education for entrepreneurs that will further accelerate inclusive economic development across Detroit.

About the Opportunity

TechTown is seeking a Food & Beverage Strategist that possesses a diverse range of cultural and business competencies. In this role, the Strategist provides one-on-one business coaching to help launch, stabilize, and grow small businesses and strengthen neighborhood commercial districts.

A passion for small business and economic development in Detroit, Highland Park, and Hamtramck neighborhoods is an absolute requirement for this position. The Small Business Services team is high functioning, fast paced, and results-driven – a high level of autonomy, organization, responsibility and thought leadership is required for success in the Strategist position. The ability to develop and maintain rapport with business owners, community stakeholders, program partners, and team members is also critical to success in this role.

This position collaborates with a team of six and reports to the Small Business Services Director.

The Impact You Will Make:

- Directly serve 13+ new clients annually through one-on-one coaching engagements including assessing business needs, identifying and developing short term actionable goals, and reporting on outcome metrics.
- Support team members in serving clients and program alumni through sharing expertise in the food & beverage industry.
- Act in an entrepreneurial manner to create opportunities and build resources for entrepreneurs.
- Serve as an active member of the Small Business Services team by contributing to team meetings, regularly collaborating with teammates, and supporting program-related tasks as assigned by the Small Business Services Director.
- Maintain community and peer referral partnerships.
- Execute monthly open office hours with local entrepreneurs.
- Support the Programs team in the planning and implementation of special events.
- Contribute to the TechTown blog series by sharing expertise on key topics for entrepreneurs as requested.
- Represent and/or speak on behalf of TechTown at industry events (e.g., community meetings, partner events, or funder-related events) which regularly take place during daytime and evening hours, and occasionally on the weekend. We offer flexibility in scheduling when evening and weekend availability is necessary.

What You Will Bring to the Table:

- 3+ years' experience in food & beverage industry (packaged food &/or restaurant) in an operations or leadership position.
- Strong knowledge of permitting, licensing, and regulations related to the food industry.
- Understanding of cottage law businesses, liquor licensing, cost and pricing analysis, packaging requirements, creating, and managing budgets, locating suppliers in the local market.
- Strong small business knowledge and consulting skills.
- Ability to identify and assess business strengths and weaknesses in areas of finance, operations, HR, and marketing.
- High level problem-solving skills, including a creative and innovative approach to solving problems and resolving issues.
- Highly resourceful team-player with the ability to also be extremely effective independently.
- Solid project management skills and ability to multi-task in a fast-paced environment.
- Excellent interpersonal skills and ability to interact professionally and empathically with culturally diverse individuals.
- Highest level of personal integrity to inspire confidence, respect, and trust.
- Strong technical skills. Must be proficient with Microsoft Office Suite (Outlook, Word, Excel and Power Point).
- Ability to work in a systems environment, with ability to learn and use new software and systems as required. Experience with a CRM preferred.
- Excellent verbal and written communication skills.
- Use of a personal vehicle and ability to drive; frequent travel between clients, colleagues, and partners in various neighborhoods throughout the city is required. (Mileage reimbursement offered).
- A valid driver's license and proof of insurance.

Would be nice to have:

- Experience managing a food-related business is preferred but not required.
- Bilingual – fluent in reading, writing, and speaking either Spanish or Arabic.

To Apply:

This is a full-time position. To apply please send a resume and cover letter to Careers@TechTownDetroit.org with the job title in the subject line.

Salary:

The budgeted salary range for this position starts at \$60,000 and may be adjusted according to qualifications and experience.

The Perks:

TechTown offers generous health and dental plans as well as vision, life insurance, short-term disability, a 401(k) plan, and a team member assistance program. Full-time team members also receive:

- 5 Weeks of Paid Time Off per year
- 22 paid holidays (including 2 weeks in December and 1 week in July)
- 12 Paid Mental Health Days per year (one per month)
- Retirement Plan with employer matching up to 6%.
- 100% TechTown paid Life, STD, and LTD benefits
- \$2500 Professional Development Stipend
- Wellness Inspired Workplace with a Wellness Program and onsite Wellness Room
- Paid Parental Leave
- Creativity and innovation supported and encouraged by leadership
- Fulfillment and the knowledge of having made an impact in Detroit's economic growth

Work Arrangements:

Most TechTown team members (including this position) are assigned to work remotely at this time and for the foreseeable future (with occasional in-person collaborative meetings required).

Vaccination Requirement:

TechTown has instituted a COVID-19 Vaccination Policy that requires all team members to be fully vaccinated or have an approved vaccination waiver on file with human resources and undergo weekly testing.

TechTown Detroit is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.