



928 Raymond Ave. • Saint Paul, MN 55114 • 651.646.6686 • hampdenpark.coop

## **GENERAL MANAGER JOB POSTING**

**Position:** General Manager  
**Organization:** Hampden Park Food Cooperative  
**Location:** Saint Paul, MN

### **JOB PURPOSE**

Hampden Park Food Co-op seeks a General Manager with strong human resources and financial management experience, and proven leadership ability. We seek a systems-oriented, strategic thinker to lead our cooperative in achieving the ends policies determined by our board of directors as follows:

**Hampden Park Food Cooperative Ends Statement** — Hampden Park Food Cooperative is a thriving, for-profit, neighborhood enterprise that:

1. Builds mutually beneficial relationships and shared equity between its stakeholders, consisting of employees, owners and community members;
2. Provides convenient, accessible, and desirable healthy foods and products at fair prices;
3. Connects people to cooperative values and practices for a sustainable future.

### **OVERVIEW OF RESPONSIBILITIES**

The job of the general manager is to ensure achievement of organizational results as defined in ends policies. The general manager has the authority to use any reasonable interpretation of these policies.

The general manager is empowered to make all decisions, create all policies, and authorize all engagements that they can demonstrate to be consistent with a reasonable interpretation of board policy as provided for in board/general manager relations policies.

The general manager's performance will be evaluated through systematic and rigorous monitoring of expectations established in policies on asset protection, financial conditions, business planning and financial budgeting, staff treatment and compensation, treatment of customers, membership equity and benefits, communication and support to the board.

A full set of the board's policies is available upon request.

### **REPORTING RELATIONSHIPS**

The general manager reports to the board of directors, which is elected by the members of the cooperative. The board operates under Policy Governance, a system that emphasizes vision and values empowerment and accountability. The board uses policy to define the results the general manager is expected to achieve within defined limits of prudence and ethics. The general manager has the authority to hire, direct, structure, and evaluate all other staff.

### **QUALIFICATIONS**

#### **Essential Qualifications (comparable experience will be considered)**

- 1-2 years management/supervision experience in a retail food organization (as department manager, store manager, general manager, operations manager, or district manager, etc.)
- Bottom-line accountability for a business with minimum annual sales volume of \$2 million

### **Essential Qualifications** *continued*

- Personal and professional values that align with cooperative principles
- Demonstrated commitment to diversity, equity, and inclusion
- Demonstrated understanding of financial statements: distinct purposes/uses of each statement
- Operating, capital, and cash budgeting experience
- Proven ability to develop systems (human resources and IT related, etc.)
- Ability to present written and spoken information clearly (to board, staff, members and customers)

### **Preferred Qualifications**

- Experience selling in a highly competitive market
- Strategic planning experience (short and long term)
- Proven ability to develop and implement a vision
- Proven ability to lead and motivate others to gain cooperation
- Demonstrated ability to troubleshoot technology in the workplace
- Demonstrated ability to interpret financial statements to laypeople
- Experience communicating with and reporting to a board of directors
- Experience with policy governance

### **COMPENSATION**

Salary and benefits within a range of \$50,000–\$70,000, compensation commensurate with experience. Please describe your preferred compensation in your cover letter.

### **EEO STATEMENT**

In alignment with cooperative principles, Hampden Park Food Co-op embraces diversity, equity, and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills; and a workplace environment of mutual respect and benefit to all. The more inclusive we are, the better we serve our community.

If you need assistance or an accommodation due to a disability, please make note in your cover letter.

### **HOW TO APPLY**

Qualified applicants may apply by submitting the following documents by email to [gmhiring@hampdenparkcoop.com](mailto:gmhiring@hampdenparkcoop.com), or by mail to Search Committee, Hampden Park Co-op, 928 Raymond Ave, St. Paul, MN 55114:

1. Cover letter explaining your desire for the position, the skills, qualifications and experiences that make you an excellent candidate, your availability, and your salary requirements.
2. Resume containing your work history, educational background, and relevant licenses and certifications
3. Three references including full contact information and relationship

**HIRING TIMELINE** — Applications will be accepted until midnight on Friday, March 9, 2018. Review of applications will begin immediately at the date of job posting.

**QUESTIONS** — Please address all questions to Lucia Cowles, Search Committee Chair, at [gmhiring@hampdenparkcoop.com](mailto:gmhiring@hampdenparkcoop.com). Thank you!

*This job description is also available on the Hampden Park Co-op website: [www.hampdenpark.coop](http://www.hampdenpark.coop)*

*Find pdf governing documents of interest, especially the HPC Bylaws and Board of Directors Policy Register at: [www.hampdenpark.coop/about-us/governing-documents](http://www.hampdenpark.coop/about-us/governing-documents)*