

The Farmer's Cow – Director of Business Development

The Farmer's Cow is a group of 6, family-owned farms dedicated to putting a face on Connecticut agriculture. Currently, they seek a multi-skilled, experienced and equally dedicated **"Director of Business Development"** to run their product and restaurant ("Calfe") businesses. In addition to the skills and experiences required below, the Director of Business Development must possess the understanding and desire to promote and support locally sourced products and their farms. The Director of Business Development will be viewed as the face for The Farmer's Cow in the eyes of customers, vendors and outside contacts with which the business connects.

Qualifications and skills

Bachelor's Degree in Business Administration, MBA highly desirable

7+ years general business operations experience

5+ years in staff and/or service management roles

Working knowledge of Microsoft Office suite (particularly Excel)

Refined ability to provide leadership and train key personnel

Experience with sales, managing a sales staff and oversight of product/service development

Advanced written and verbal communication skills

Superior customer service delivery with the ability to work with various vendor relationships

Possession of the following key competencies:

- Business negotiation
- Organizational development
- Decision-making
- Delegation
- Staff management and development in a team oriented workplace
- General marketing principles and a familiarity with social network marketing
- Business process controls
- Ability to construct, administer and control budgets
- Business planning and execution of actions

Outstanding interpersonal relationship building, coaching and development skills

General knowledge of various employment laws and practices and employee relations

Evidence of the ability to practice a high level of confidentiality

Technical Functions:

Manage the overall operational, budgetary, and financial responsibilities and activities of the TFC business including the Calfe.

Plan, allocate and implement systems, resources and staff that perform the work and fulfill the mission and the goals of TFC efficiently and effectively.

Plan, evaluate, and improve the efficiency of business processes and procedures to enhance speed, quality, efficiency, and output without sacrifice to customer service.

Make business decisions that are financially responsible, accountable, justifiable, and defensible in accordance with organization policies and procedures and bi-laws.

Establish and maintain relevant controls and feedback systems to monitor all operations.

Review performance data that includes financial bookkeeping, sales, and activity reports and spreadsheets.

Monitor and measure Calfe productivity and overall effectiveness of its operations.

Manage the preparation and maintenance of reports necessary to carry out the functions of the entire TFC business.

Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

Communicate regularly with the Board of Directors.

Develop an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.

Some flexibility of schedule is required.

Non-Technical Skills

Adaptability/Flexibility: Demonstrates ability to handle a fast, ever-changing environment; demonstrates a willingness and ability to adjust to multiple demands, shifting priorities, ambiguity and rapid change; sees more than one way to accomplish things and accepts/adapts to new or alternative approaches; demonstrates a willingness and ability to perform various jobs and functions as assigned.

Attention to Detail: Demonstrates ability to conduct a precise and thorough review of materials/documents. Demonstrates sensitivity to the details of the work and is aware of each step in a process or application; is accurate in carrying out processes and procedures.

Decision Making Ability: Demonstrates ability to make logical and sensible decisions based on available job knowledge/information, in a variety of situations; considers potential consequences (including others' views and emotions) prior to choosing a course of action; accepts and/or uses appropriate authority to make decisions; proceeds with confidence once decisions are made.

Initiative: Demonstrates ability and discipline to work independently with little or no supervision; takes action without being told procedurally what to do each step of the way; suggests improvements; seeks increasing responsibility.

Interpersonal Skills: Demonstrates ability to work in a diverse group environment; knows how to work with various personality types to get the work done; relates well and shows respect and consideration for others; builds relationships.

Job Knowledge: Understands and applies industry/job standards, regulations and rules; understands what is required to perform the job; knows what the organization is responsible for and what the supporting committees are responsible for; has a general understanding of the organization's goals and objectives.

Organization Skills: Demonstrates ability to arrange or locate needed information and resources; demonstrates ability to plan, structure and balance workload and resources.

PC Application Skills: Understands and applies a working knowledge of major software programs appropriate to various job functions.

Prioritizing: Demonstrates ability to list or order tasks and responsibilities by importance; focuses on activities that contribute most to agreed-upon goals; performs first things first.

Time Management: uses time efficiently; works to get things done within an appropriate timeframe to meet deadlines.

Verbal Communication: Effectively discusses ideas in a clear, succinct and organized manner; correctly uses words to get the message across; thinks before speaking so that information is presented in a tactful and thoughtful manner; is considerate of others.

Written Communication: Demonstrates ability expresses ideas in an organized, articulate and grammatically correct manner; adjusts language to intended audience.