



Mandela Partners - Business Development Manager II

Full Time + Benefits | \$75,000 to \$81,000 depending on experience

About Mandela Partners

Mandela Partners (MP) is a 501(c)(3) non profit organization based in Oakland, CA. Since 2004, we have worked to use food as a tool for communities of color to build wealth, well-being, and economic opportunities in their own neighborhoods. We are a community-based and community-led organization, and strongly prioritize the voices of local residents in the direction and focus of our work. We hold ourselves accountable to five key values - partnership, community, transformative change, food is fundamental, and team culture - described further on our website. Our team is majority BIPOC, with a diverse background of professional and lived experiences, and a strong orientation towards inclusion, wellness, and joy in the workplace.

About our H.E.A.R.D. department

Our Hospitality Employment and Resource Development department (HEARD) is reimagining the culinary and food industry. We envision a time when food industry workers and food entrepreneurs in the divested communities of Oakland - **primarily women and people of color** - have access to the training, technical assistance, networks, and financial opportunities they need to achieve economic security and build family and community wealth.

We work towards this vision by providing :

1. Paid culinary training for those facing barriers to employment, with a focus on our neighbors returning home after incarceration
2. Support for early-stage food entrepreneurs including technical assistance, seed funding, one-time and multi-week business workshops, and one-on-one mentorship and coaching
3. Food business incubation at E14th Eatery + Kitchen, our community kitchen and food hub and through formal partnerships with Bay Area farmer's markets
4. Serving as a resource hub, connector, and convener for the BIPOC Bay Area food community.

We have a passionate team of Bay Area restaurant industry professionals that have found balance between loving our mission, loving our community, and loving themselves. We prioritize supporting each other's personal and professional goals and encourage collaboration across programs to strengthen our ecosystem of resources. We understand the toxic history and extractive impact of the restaurant industry and work with residents, business owners, and community partners to reimagine and build a more restorative framework. For more information, please visit <https://www.mandelapartners.org/food-business-pathways>.

Position Overview

The Business Development Manager leads Mandela Partner's Food Business Pathways Program and champions small business development efforts by evaluating small business needs; developing workshop curriculum internally and in collaboration with values-aligned community partners; supporting entrepreneurs in 1:1 coaching sessions; working closely with Mandela Partners Incubation to grow partnerships with values-aligned organizations that provide supplementary resources ; and leading programmatic outreach strategy. The Business Development Manager will contribute to frameworks and practices that uplift racial justice in service of MP network entrepreneurs, community residents, and partnerships. This position includes occasional weekend and evening commitments.

Key Areas of Responsibility

Mandela Food Business Pathways Program (50%)

- **Food Business Pathways Workshop Series:** Facilitate two (2) hybrid (virtual/in-person) workshop series per year; manage participant outreach & workshop related logistics; work with Business Dev. Coordinator to develop & maintain current & relevant curriculum to meet needs of food-based businesses in Oakland and Alameda County; co-facilitate workshops with Business Development Coordinator and guest speakers; disperse and track participant incentive seed funding
- **Supplemental events :** Work with Business Development Coordinator to execute additional one-off workshop concept or reimagined program development projects (focus groups, interviews, or event, etc.) that contribute to the deeping of our programming, the support of BIPOC entrepreneurs, or engage community to inform future projects
- **Small Business Coaching:** Facilitate bi-annual Coaching Orientation; on-board entrepreneurs; provide bi-weekly/monthly coaching; oversee individual entrepreneur development plans and goal setting
- **Seed Funding:** On-board and support entrepreneurs interested in accessible funding options available through or in partnership with Mandela Partners; track and facilitate seed funding provided by Mandela Partners, as available; work with HEARD Director to strategize and forecast fundraising for seed funding
- **MP Incubation:** Work with MP Incubation Coordinator to refer entrepreneurs to incubation opportunities, support with logistics related to entrepreneur preparedness and compliance; work with MP Incubation Coordinator to strengthen and expand incubation partnerships
- **Individual Development & Org Resources:** Promote and stay up-to-date with relevant business development resources; update coaching resource guides that support community entrepreneurs (bi-yearly); attend trainings to continuously develop skills as a coach, facilitator, and leader

Administration (40%)

- **Strategy :** Leads Food Business Pathways program strategy, annual goals, and team logistics to maintain a unified vision, work-life balance amongst the team, and uphold org culture of centering community, partnerships, and joy; contributes to annual program budget creation
- **Partnership development :** Lead new partnership development and manage existing partnerships; lead partnership engagement strategy in collaboration with HEARD Dept Director
- **Supervision & Staff support :** One (1) direct report - Business Development Coordinator; collaborate with business development team on bi-weekly check ins, program milestones, marketing initiatives, and embedding racial justice practices and frameworks
- **Data collection and Program Evaluation :** maintain MPs entrepreneur database to be reviewed quarterly ; creates systems for data tracking, as needed; administer and maintain evaluations and feedback systems for FBP programs (i.e. intake, pre and post surveys etc), support delivery of impact and funding reports

Community Engagement & Outreach (10%)

- Work with MP Communications team and Business Development Coordinator to design and plan FBP program and event outreach
- Maintain strong partner and community relationships in a way that reflects MP's values

To Be Successful in this Role You Have :

- Leadership experience in food or restaurant industry, ideally in a management or as an entrepreneur
- Experience in small business coaching or development, or enthusiasm to develop this skill set
- Demonstrated personal alignment with Mandela Partners' mission and values
- Enthusiasm for and comfort with working with people of diverse backgrounds
- Excellent written and verbal communication skills, plus comfort and fluency in virtual and in-person group facilitation
- Strong organizational skills, including the ability to consistently and clearly track and communicate information and prioritize work
- A collaborative team-orientation, while retaining the ability to work independently
- Excellent judgment and the ability to proactively ask for guidance and support when needed
- Openness to giving and receiving feedback, with a learning and growth mentality
- Comfort with navigating disagreement or conflict with care and diplomacy
- Flexibility to work occasional evenings (*to facilitate workshops*)
- Preferably, fluent in Spanish

Compensation & Benefits

This is a full time, exempt position with an annual salary range between \$72,000 to \$81,000, depending on experience. The Mandela Partners benefits package includes seven days of paid vacation with progressive increases in year two and year three, office closures during the week between Christmas Eve and New Year's Day and the week of Juneteenth, 10 paid holidays, 12 sick days, and health/dental/vision benefits. Employees are immediately eligible for 403(b) retirement plan enrollment. Mandela Partners' standard office hours are 9am-5pm Monday through Friday. Occasional hours outside of standard office hours may be necessary, with advanced notice. Hybrid/remote work and/or flexible schedule may be possible, to be determined with your supervisor

Steps to Apply

Please send a resume and cover letter detailing your experience, what excites you about this role, and why you feel you'd be a good fit to jobs@mandelapartners.org. There is no application deadline, but interviews will begin immediately, with an expected start date of June 2024; we encourage you to apply ASAP! Mandela Partners is an equal opportunity employer: **LGBTQ individuals, people of color, women, and lifelong Oakland residents are encouraged to apply.**