



Green Mountain Farm-to-School Food Hub Account Manager

Position Title: Food Hub Account Manager

Reports to: Executive Director

Position Type: Full-time (40 hours per week)

Location: Newport, Vermont (hybrid schedule — 2 days per week in-person with regular in-state travel)

About Green Mountain Farm-to-School

Green Mountain Farm-to-School (GMFTS) is a nonprofit organization with a mission to strengthen local food systems in Vermont. GMFTS delivers programming in three core areas: farm-to-school education, food hub operations, and food access initiatives—aimed at improving nutrition, reducing food insecurity, and boosting the regional economy. Our team of seven staff members and three AmeriCorps service members works collaboratively with schools, businesses, and organizations to implement place-based, community-driven solutions that make healthy, local food more accessible. Learn more at gmfts.org

About Green Mountain Farm Direct

Green Mountain Farm Direct is the food hub program of GMFTS, serving Northern and Central Vermont. We aggregate, distribute, and market food from over 60 local producers to nearly 200 wholesale customers, including schools, institutions, and retail locations. Farm Direct's mission is to provide fresh, locally grown and produced food while supporting the region's farmers and food makers. By connecting producers with a wide network of buyers, Farm Direct plays a vital role in strengthening the local food system. Annual sales exceed \$750,000—and continue to grow.

Position Description

Green Mountain Farm-to-School seeks a passionate mission-driven food systems professional with strong sales skills to support the growth and management of our food hub, Green Mountain Farm Direct. The Food Hub Account Manager will develop, manage, and grow customer accounts for Green Mountain Farm Direct.

Job Responsibilities

- Manage and foster sales relationships with wholesale institutional and retail customers across Northern and Central Vermont, identifying new market opportunities based on research and best practices to initiate sales.
- Identify and develop market opportunities for local food sales on behalf of 60+ Vermont farms and food producers.
- Manage and implement the Harvest of the Month production planning program, which includes crop planning, forward contracting, and outreach and engagement with schools and institutions.
- Design and implement local food marketing initiatives, including digital and print campaigns.
- Serve as customer service representative for Green Mountain Farm Direct by building and maintaining relationships and problem-solving with a diverse customer base.
- Prioritize customer outreach and engagement through in-person meetings, phone calls, emails, and events.
- Collaborate with the Farm Direct team to identify and pursue market development opportunities within our service area.
- Support food hub logistics and operations, including receiving and processing orders, submitting orders to producers, and coordinating with distribution partners, as needed.
- Develop and implement evaluation tools; collect, analyze, and report data for program evaluation and strategic planning.
- Represent the food hub at conferences, meetings, and working groups.
- Participate in the strategic planning process for Farm Direct, prioritize actions based on best fit with the program's mission and on potential to ensure long term viability.
- Provide general operational and administrative support to GMFTS, as necessary.

We are seeking candidates passionate about nonprofit work in a collaborative team setting. Experience with school food programs, local food sourcing, and community engagement is valuable. Success in this role relies on a blend of relevant lived or learned experiences.

Preferred Qualifications

- Previous sales, account management, or marketing experience, preferably connected to the food system.
- Technologically literate with strong computer and internet skills. Proficient in Microsoft Office, Google Suite, and Canva, or willing to learn.

- Attentive to detail; good organizational skills and record keeping.
- Interest in and ability to adapt to changes in a growing organization, be creative, and jump in where needed to optimize operations.
- Desire and willingness to work collaboratively as part of a small internal team, with external partners, and with diverse groups of stakeholders.
- Demonstrated ability to establish effective and productive working relationships with customers, producers, co-workers and individuals/groups with diverse interests and perspectives.
- Reliable private vehicle for in-state travel. Mileage reimbursed.

Desired Qualifications

- Understanding of institutional and retail procurement procedures.
- Knowledge of the Vermont food system, especially market development and supply chains.
- Familiarity with the communities and geography of Northern and Central Vermont.
- Commitment to improving healthy food access and farm viability.
- Familiarity with food producers and buyers in Vermont.
- Knowledge of Vermont's diverse food landscape: produce, dairy, meats, value-added products and other locally-produced foods.

Compensation

This is a full-time position (40 hours/week, flexible schedule, hybrid work model) with base salary starting at \$50,000 and a comprehensive benefits package. Benefits are listed for full-time employees and are pro-rated based on FTE equivalent.

- Employer sponsored healthcare (80/20) or healthcare stipend (\$3,000 annually)
- Health Expense Reimbursement (\$1,000 per fiscal year)
- Simple IRA contribution with employer match up to 3% of salary
- Reimbursable work-related travel expenses (mileage rate of .61 per mile)
- 5 hours of paid wellness time per pay period (equal to 16 days of paid time off annually)
- 27 days of annual paid time off (5 additional days after 3, 5 and 10 years of employment), plus one additional week of Director's Discretionary time off in December
- Ability to work remotely most days

Equal Opportunity Employer

Green Mountain Farm-to-School is an equal opportunity employer that values diversity of experience and perspective to enrich our work. All qualified applicants will be considered without regard to race, color, religion, age, sex, gender identity, sexual orientation, ancestry, national origin, disability, genetic information, pregnancy or pregnancy-related condition, crime victim status, health coverage status, HIV status, military or veteran status, or any other protected classification, in accordance with applicable federal, state, and local laws.

To Apply

Submit a cover letter, resume, and three references to jobs@gmfts.org. Priority application deadline is Sunday, October 19th, though the position will be open until filled.