

PROOF

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Incubator Director

Job Summary: The Incubator Director role is not only the key to the success of the incubator, but the success and growth of the companies that call it home. In this role you will plan, direct, and coordinate the daily activation and backend operations of the incubator. Duties and responsibilities are extensive - wearing multiple hats from helping with facility management, recruiting early stage F&B companies and tenants, to mentoring and coaching tenants and early stage F&B companies in the greater Green Bay area. Experience is critical for this role as you will be managing entrepreneurs, facilities, activation, and community and program outreach.

Required: Strong leadership and management experience// Communication skills// Financial management skills// 5 years minimum hospitality management experience or entrepreneurial experience// a deep passion for community and food and beverage.

Reports to: Proof COO

Essential duties include the following:

- Oversee activities directly related to incubator operations and functions
- Develops community outreach and activation for the incubator and its tenants.
- Directs and coordinates activities on and off site
- Manage incubator scheduling and usage amongst tenants
- Oversees incubator financial forecast, budget, and operations
 - Manage and coordinate financial and budget activities operations, maximize facility usage, increase efficiency for the incubator and its tenants
 - Manage retail inventory
 - Manage tenants and rent collection, utilities, and facility billing

- Provide general oversight and coaching on guest experience and overall quality of execution
- Implementation of Proof courses and programs (recruit, launch, facilitate)
- Participates in the strategic planning for the incubator
- Ensure operational alignment across the tenants and tenant offerings
- Ensure incubator communication best practices and strategy
- Review financial statements, sales and activity reports, and other performance/POS data to measure achieve goals for F&B sales and customer service
- Plan and manage activities such as events, partnerships, programs, and classes coordinating with tenants to allow for volunteer involvement
- Coordinate with tenants and local companies to curate and manage retail offerings