



Job Announcement

Director, Central Brooklyn Food Coop

About the Central Brooklyn Food Coop

The Central Brooklyn Food Coop (CBFC) was first organized in 2012 to ensure access to affordable and fresh food for Black, long-term residents of Bedford-Stuyvesant, Crown Heights and the surrounding Central Brooklyn area. By centering local Black leadership in the improvement of local food options, CBFC reclaims the power of food to build a democratic community institution that is welcoming, self-affirming, and cooperatively-led.

Towards this end, CBFC is working to establish a 100% working member-owned-and-operated food store with membership open to all. Alongside our partners within the Central Brooklyn Food Democracy Project, CBFC won a groundbreaking bid ([Steps of Saratoga](#)) with the City of New York to open a retail location in Ocean Hill/Bed-Stuy, Brooklyn on the ground floor of a mixed-use (commercial and residential units) development projected to open in early 2029.

Position Summary

CBFC is seeking a skilled and high functioning manager-organizer to work closely with the CBFC leadership and membership to fulfill and execute their collective vision to open a retail food cooperative. The CBFC Director will coordinate essential aspects of the initiative, empower members, and facilitate partnerships with allied organizations and stakeholders.

This position is time-limited. It will last until the opening of the retail store, which will be a minimum of two years. By serving as a bridge between current organizing efforts and the store opening, this position offers a unique opportunity to make a lasting, transformative impact on food justice and systems building, neighborhood economic development, and Black self-determination.

Responsibilities

Membership Organizing and Team Building

Lead collaboration with coop leadership to schedule, convene and set agendas for board, committee, and membership meetings; staff and guide the development of high functioning member-led committees.

- Lead the recruitment, onboarding and training of cooperative members; maintain accurate CBFC membership roll and records.
- Guide members in taking on responsibilities, developing leadership skills and owning their power through participation in the CBFC.
- Lead the hiring of any additional staff and/or consultants; supervise and manage any additional staff and/or consultants including current strategic planning consultant and a bookkeeper.
- Support the planning of membership events and activities.

Financial Management and Fundraising:

Work with the board, business strategy committee and fiscal consultants, within established fiscal management controls, to:

- Propose an organizational budget and guide adherence to it; monitor project expenses and ensure compliance with funding requirements.
- Manage accounts payable and receivable.
- Maintain accurate financial records.
- Manage relationships with fiscal sponsor and bookkeeping contractor.
- Leverage resources and financial opportunities for CBFC; lead grant writing and fundraising activities.

Operational and Project Management:

- Manage the day-to-day operational functions with Board support and direction leading up to the opening of the food cooperative retail store; coordinate project activities, ensuring adherence to the established plan and timeline.
- Coordinate logistics for cooperative meetings, training sessions, and operational activities.
- Lead the development of operational procedures, policies, and guidelines in preparation for the opening of the food cooperative retail store.

- Participate in Steps of Saratoga (site for 2029 store opening) planning process; support CBFC leadership and members in the planning and implementation of the store design and construction.
- Coordinate an orderly hand-off of responsibilities and orderly transition to Food Co-op General Manager, when hired.

Strategic Planning

- Manage the relationship and contract with CBFC's strategic planning consultant, blakQuity.
 - Participate in strategic planning and implementation team sessions; guide the fulfillment of milestones and deliverables based on the timeline established through the strategic planning process;
 - Collaborate with the CBFC Board, implementation team and CBFC general membership to set project goals, objectives, and key performance indicators (KPIs).

Reporting and Evaluation:

- Prepare regular progress reports (activity documentation and project/goal tracking) and updates for internal and external stakeholders.
- Lead evaluation of activity effectiveness.
- Identify areas for improvement and recommend adjustments to project strategies and implementation.

Qualifications

- Proven experience in these roles or their equivalent:
 - executive management and supervision;
 - membership development and/or organizational base-building;
 - Event and project coordination;
 - fiscal management.
- Understanding of cooperative/solidarity economy models and philosophy.
- Excellent communication skills, both written and verbal, with the ability to engage diverse audiences.
- Demonstrated ability to build and maintain collaborative relationships with stakeholders.
- Highly organized and detail-oriented, with excellent time management skills.
- Proficiency in project management tools and software.
- Ability to work independently and as part of a team in a volunteer-led environment.
- Commitment to Black liberation, social justice, equity, and the empowerment of racially and economically oppressed communities.

- Preferred, but not required:
 - Familiarity with Central Brooklyn’s historical, cultural, and socioeconomic context.
 - Familiarity with the building of food systems and cooperative economics.

Hiring Process and Work Environment

Work Culture and Expectations

Remote work with occasional in-person meetings; flexible 37.5 hour per week work schedule with ability to work weekdays, weeknights and/or weekends when necessary.

Supervision

This position will be supervised by the CBFC Board of Directors. The CBFC is a fiscally sponsored organization incorporated under New York State cooperative law. .

Compensation

This is a full-time salaried position at a rate of \$115,000. Benefits include a \$500 per month health stipend, a one-time \$250 remote work stipend, and paid time off. Please note that this is a grant-funded role. We abide by EEOC laws.

Hiring Timeline

Action	Date
Application Window	January 23 - February 15, 2026
Applicant Interviews (first, second and final);	February 23 - March 20, 2026
Reference Checks	March 20 - 25, 2026
Applicant Offer/Acceptance	March 25, 2026
Preferred Start Date	April 15, 2026

Application Process

Please submit a cover letter, resume, and writing sample to board@cbfood.coop with your name and “CBFC Director 2026” in the subject line.