



## WHO WE ARE

Caper is a food-technology start-up revolutionizing dish-discovery and helping users find food they're in the mood for. We connect food-lovers with local, mom-and-pop restaurants (our "purveyors") by sharing the inspiration behind the food. Our New York City team is small, driven, diverse, and passionate.

## JOB SUMMARY

### Purveyor Community Associate

Caper purveyors come in all shapes and sizes – they're the mom-and-pop store on the corner of the block or the small hole-in-wall restaurant you love and jealously guard. We're always on the lookout for new purveyors with interesting stories who can also dish up delicious meals in our target neighborhoods. This is where you come in! As a Purveyor Community Associate, you're quick on your feet, able to build key relationships, identify partnership opportunities, and willing to lead initiatives. Your influencing and relationship-building abilities will help develop new and existing partnerships within our target neighborhood – you will be recruiting new restaurants onto our platform. You have no qualms talking to strangers and pitching the exciting prospect of a partnership with Caper. You are persistent, dedicated, and creative in your attempts to follow-up with and lock-down leads. You will work to improve Caper's market position and increase financial growth by finding potential new purveyors, presenting to them, and converting them into our partners. Your strong communication skills and attention to detail will ensure our purveyors stay well-informed, have a meaningful and thorough onboarding experience, and feel excited to be part of our community.

Working for a small start-up, you'll have the opportunity to help define long-term organizational strategic goals and experience a broad range of business development activities. You should be comfortable working in a fast-paced, creative environment, showing initiative, and managing responsibilities in which you will have a lot of autonomy. Since everything is subject to change at a small start-up, and you should have the ability to think on your toes and the flexibility to adapt quickly.

**Compensation:** \$3,750-\$4,000 USD monthly during 3-month trial, then \$45,000-\$48,000 per annum

**Benefits:** Medical benefits and stock options after 3-month trial.

## KEY RESPONSIBILITIES

- Develop leads for potential purveyor partnerships in target neighborhoods via all mediums (in-person, phone, social media, email) and recruiting them onto our platform
- Perform market research to identify and track key competitors, potential partners, and industry trends
- Follow-up with prospective/existing purveyors for partnership opportunities



- Assist with purveyor onboarding and training
- Manage and cultivate relationships with existing purveyors
- Participate in content creation on the Purveyor Dashboard - crafting the story for each purveyor, taking beautiful photos and writing up exciting descriptions of dishes
- Assist with developing protocols and setting groundwork for the Purveyor Community team
- Report to and work closely with Purveyor Community team lead
- Support New York Ops team in other aspects of day-to-day operations
- Work with the team on other special projects, as needed

### **SKILLS AND QUALIFICATIONS**

- Experience selling and prospecting to new businesses or a willingness to learn
- Ability to think strategically and analyze the needs of purveyors
- Excellent verbal, written, and interpersonal communication skills
- Quality editing abilities
- Organized, detail-oriented, and a self-starter
- Experience in a startup environment or business related field is a plus
- Applicants will be based in our New York City offices
- Must love food and have a good pulse on current food trends in NYC - adventurous eaters wanted!

### **LOCATION**

Midtown Manhattan, New York City

### **TYPE OF EMPLOYMENT**

Barring any major issues, this position will convert from an internal trial as a consultant to a permanent role after the initial 3-month period.