



Business Operations & Launch Manager

Grazier's Daughter Dairy is a start-up cheese brand made exclusively with milk from our family's grazing, organic regenerative dairy farm nestled in the lush meadows of northern Wisconsin. We are a father-daughter duo and 4th & 5th generation dairy farmers. For us, our farm is more than a place, it's home. We always dreamed of building something from the farm rooted in our traditions, but shaped by the Grazier's Daughter's way of carrying them forward. We are here to create a future where grazing dairy farms and local communities flourish, the next generation of dairy graziers is supported, and the journey from farm to table gets a whole lot shorter.

Position Summary

Grazier's Daughter is seeking a highly organized, entrepreneurial **Business Operations & Launch Manager** to help build and launch a new pasture-based artisan cheese brand.

This will be one of the first key hires for the company and will work closely with the owners to transform the brand concept into an efficient, financially sound, and scalable business. The position will have responsibility across operations, finance, supply chain, sales logistics, and business planning.

The ideal candidate is comfortable working in a startup environment where systems are still being developed, priorities evolve quickly, and practical problem-solving is essential. This person should be able to move easily between strategic planning and hands-on implementation.

Key Responsibilities

Brand Launch & Business Development

- Assist the owners in launching the Grazier's Daughter brand and bringing products successfully to market.
- Participate in strategic planning for the startup and development of the long-term business model.

- Help establish priorities, timelines, operating systems, and processes necessary for launch.
- Model financial scenarios for different growth strategies, distribution channels, production levels, and market opportunities.
- Identify staffing, contractor, and other human-resource needs as the company grows.

Operations & Supply Chain

- Develop an efficient, practical supply chain from cheesemaker to customer.
- Coordinate relationships and systems involving:
 - Cheese production
 - Cold storage
 - Cutting, wrapping, and product conversion
 - Inventory management
 - Order fulfillment
 - Transportation and distribution
- Develop systems for tracking products and inventory throughout the supply chain.
- Coordinate sales and distribution logistics and resolve operational issues as they arise.
- Continually evaluate opportunities to improve efficiency, reduce costs, and simplify operations.

Financial Management & Bookkeeping

- Maintain accurate bookkeeping and financial records for the business.
- Track and reconcile:
 - Inventory
 - Sales and accounts receivable
 - Operating expenses
 - Cost of goods
 - Distribution and logistics costs
- Develop and maintain operating budgets and cash-flow projections.
- Prepare financial forecasts and scenario analyses to support business decisions.
- Provide the owners with clear financial reporting that identifies margins, costs, cash requirements, and business performance.
- Help establish financial controls and administrative systems appropriate for a growing food business.

Sales & Distribution

- Manage the operational components of sales, order fulfillment, and distribution.
- Develop systems for managing customers, orders, pricing, inventory availability, and deliveries.
- Support relationships with retailers, distributors, specialty cheese shops, foodservice customers, and other sales partners.

- Coordinate closely with production and inventory partners to ensure product availability aligns with sales commitments.
- Help develop sales forecasts and translate projected demand into production and inventory needs.

Marketing & Market Development

- Work collaboratively with the marketing team to develop the overall market-entry plan and sales strategy.
- Help translate brand strategy into practical sales initiatives and market activities.
- Assist with implementation of product launches, retailer introductions, promotions, events, and other market-development activities.
- Provide operational and financial analysis to help determine which markets, channels, and customers should be prioritized.

Management & Strategic Coordination

- Meet with the owners approximately **twice each week** to:
 - Review business and financial performance
 - Provide updates on current initiatives
 - Identify challenges and opportunities
 - Establish priorities
 - Make strategic and operational decisions
- Maintain a clear list of priorities, responsibilities, timelines, and next steps.
- Coordinate contractors, vendors, service providers, and future employees involved in the business.
- Help build the organizational structure and operating systems needed to support future growth.

Desired Qualifications

The ideal candidate will bring a combination of business judgment, financial capability, and hands-on operational skills. Candidate must have experience in the speciality and artisanal cheese sector.

Preferred capabilities include:

- Strong understanding of bookkeeping, budgeting, forecasting, and financial analysis.
- Experience developing or managing operational systems and supply chains.
- Ability to manage multiple vendors, contractors, customers, and projects simultaneously.
- Strong organizational and project-management skills.
- Comfort working with spreadsheets, accounting systems, inventory systems, and business-management tools.
- Ability to analyze financial information and communicate it clearly to owners.

- Experience with sales operations, distribution, or consumer packaged goods is beneficial.
- Knowledge of specialty cheese, dairy, food distribution, or food manufacturing is required
- Strong communication skills and the ability to work collaboratively with founders, marketing partners, cheesemakers, distributors, and customers.

Personal Characteristics

Because this is an early-stage company, the successful candidate should be:

- Passionate about helping build a mission-driven regional food business from the ground up.
- Entrepreneurial and resourceful.
- Practical and willing to be hands-on.
- Financially disciplined.
- Highly organized.
- Comfortable creating systems where none currently exist.
- Able to distinguish between what is important now and what can wait.
- Comfortable operating with both independence and regular owner collaboration.

Reporting & Role Development

The Business Operations & Launch Manager will report directly to the owners of Grazier's Daughter (Joe and Abby) and work closely with the company's marketing, production, distribution, accounting, and sales partners.

Because this is an early-stage business, the responsibilities of the position are expected to evolve. As Grazier's Daughter grows, this role could develop into a senior operational leadership position with responsibility for broader company management, finance, sales operations, and staff.

Hours: Part-time or consulting to start, with the potential to expand based on organizational needs.

Compensation: Commensurate with experience and qualifications.

For more information please contact:

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