

## **Tacoma Farmers Market Farmers Market Director**

### Overview

Tacoma Farmers Market (TFM) is a 501c (4) nonprofit organization operating three seasonal farmers markets in the Tacoma metropolitan area. The first market opened in 1990. [www.tacomafarmersmarket.com](http://www.tacomafarmersmarket.com)

### Position Summary

The Farmers Market Director (Director) has overall responsibility for the operational, financial and administrative management of the business of TFM. The Director supervises and collaborates with market staff, including an Operations Manager and seasonal staff, and the Board of Directors to make practical and intelligent decisions regarding all aspects of the organization. The Director is also responsible for developing strong relationships with our vendors and community partners. This position reports to the Board of Directors. Specific responsibilities include:

#### *Leadership/management/organizational sustainability*

- Work with Board to define market policy; communicate with Board on regular basis
- Manage all employees ensuring satisfactory completion of all tasks
- Respond to market issues with local and state agencies
- Develop and maintain positive relations with all market vendors

#### *Marketing and community outreach*

- Build relationships with businesses, city government, nonprofits, extension agents, neighborhood associations and other partners to foster collaboration in market programs and events
- Work with vendors and board to develop and continually implement awareness campaigns for each market and overall organization throughout Tacoma
- Identify and develop branding opportunities for organization

#### *Financial stewardship and management*

- Create an annual marketing and publicity plan for markets
- Oversee robust grant-writing, sponsorship and fundraising efforts
- Cultivate and retain market sponsors and donors
- Establish annual budget to present to Board for approval; manage budget/expenses throughout year in partnership with Finance Committee
- Maintain updated records of all expenditures, sponsors and donors as well as vendor payments and special event earnings
- Work to ensure a sustainable business model for market organization

#### *Core competencies*

- Excellent oral and written communication skills
- Strong interpersonal skills amongst diverse stakeholders
- Proven record fundraising and increasing revenue; grant-writing experience preferred
- Proven experience supervising and mentoring staff
- Proven experience managing budgets; experience with Quick Books preferred
- Proficiency in Microsoft Office
- Passion for local farms, local food and growing community around them!

Qualified candidates should submit their resume, cover letter and three references to [jobs@tacomafarmersmarket.com](mailto:jobs@tacomafarmersmarket.com) by January 15, 2014. Salary is DOE, and includes benefits. The Tacoma Farmers Market is an Equal Opportunity Employer. Questions: [jobs@tacomafarmersmarket.com](mailto:jobs@tacomafarmersmarket.com) No phone calls, please.