

Tacoma Farmers Market Market Operations Manager

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

Position Summary

The Market Operations Manager (Manager) is a leadership role which oversees all of TFM's operations. The Manager is responsible for all pre- and post-season market administration, oversees all markets during the season, and supervises seasonal staff and volunteers. The Manager is generally expected to work at each market. This position reports to the Farmers Market Director. Specific responsibilities include:

Market Operations

- Manage all aspects of on-site market operations
- Hire, schedule and supervise seasonal staff and volunteers
- Purchase and maintain all equipment and market merchandise
- Coordinate EBT and token programs
- Ensure proper permitting for all markets and special events

Vendor Relations

- Develop and maintain strong relationships with all vendors
- Manage vendor recruitment and application process
- Maintain up-to-date vendor rules and guidelines handbook
- Ensure ongoing vendor communication, including surveys and annual meeting
- Addresses vendor and customer needs and concerns

Financial stewardship and management

- Responsible for daily market revenue reconciliation
- Work within assigned budget to achieve individual market goals
- Assist Director with annual budget proposal
- Support Director as needed with fundraising efforts
- Work to ensure a sustainable business model for market organization

Core competencies

- Excellent oral and written communication skills
- Strong customer-service background
- Experience with project management; excellent attention to detail
- Proven experience supervising and mentoring staff
- Proficient in Microsoft Office
- Proven experience working within a budget; fundraising experience highly preferred
- 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 by January 15, 2014. Salary is DOE, and includes benefits. The Tacoma Farmers Market is an Equal Opportunity Employer. Questions: jobs@tacomafarmersmarket.com No phone calls, please.