



## **The Olympia Farmers Market is Seeking a General Manager**

Home to over 100 vendors, The Olympia Farmers Market is a vibrant gathering space, beloved by our community and sustained in large part by an intangible relationship between the vendors and the community. We provide quality local goods sold by local people including seasonal fruits and vegetables, plant starts, cut flowers, seafoods, fresh and cured meats, baked goods, wine, condiments, confections, preserves, jewelry, woodworking, textiles, eight distinct restaurants, and many unique and artisanal goods.

The Olympia Farmers Market is unique in that it is one of the only vendor-owned and operated farmers markets in The State of Washington and is open year round. The market is governed by a volunteer board of directors comprised of member-vendors and is funded primarily through vendor fees.

We are seeking a General Manager that shares our passion for farmers markets, small scale local agriculture, access to healthy foods, appreciates artisanal crafts, and community enrichment. We look forward to hiring an individual that thrives in managing people and is enthusiastic about applying their demonstrated skills to ensure the success and growth of this thriving marketplace. Over the last few years, we have shown ourselves to be flexible and resilient while navigating the pandemic and multiple turnovers in leadership. We are excited to continue growing and implementing our strategic goals. The ideal candidate will be able to communicate effectively and develop meaningful relationships with vendors, staff, customers, the Board of Directors, and community partners.

### **Our Mission:**

***To nourish our community, support small-scale local agriculture, and cultivate a healthy economy by providing a vibrant gathering place where growers, makers, and producers are empowered to offer direct access to quality goods and fresh food.***

## **The Olympia Farmers Market Seeking General Manager**

The General Manager is hired by and serves at the pleasure of the Board of Directors, and answers directly to the President of the Board. The General Manager will directly supervise: the Assistant Manager, Maintenance Manager, Office Assistant, Maintenance Assistant, and is ultimately responsible for all aspects of the proper functioning of the Olympia Farmers Market.

The person hired to fill this position will be required to perform the following responsibilities.

### **Staff Management:**

The Board of Directors has identified staff management as the most important responsibility of the General Manager position. Applicants will be expected to answer several questions regarding this topic and will be asked to provide examples of their managerial experiences.

- Hire, fire, and supervise all staff
- Make recommendations to the Board regarding salary and/or bonus adjustments for all employees
- Facilitate regular staff meetings
- Coordinate with staff to accomplish the goals of the market's strategic plan
- Create a positive work environment that promotes a sense of unity and teamwork
- Identify and recommend staff trainings to help improve each individual and the market
- Cross train in all duties to understand each role and assist staff in daily responsibilities

Beyond staff management expectations, the following items are the responsibility of the General Manager to ensure they are completed with timeliness and accuracy. The ability to delegate and supervise these tasks is critical to the success of the General Manager position as well as the Market as a whole.

### **Administrative:**

- Maintain a working knowledge of market practices and policies
- Policy education and enforcement including application of the Discipline/Grievance Policy
- Attend all meetings of the Board including board meetings, membership meetings, work sessions and all others as needed
- Liaise with The City of Olympia and The Port of Olympia regarding Maintenance and Operations Agreement, other contracts, and parking lease agreements
- Prepare and submit all required reports to The City of Olympia and The Port of Olympia, based on Maintenance and Operations Agreement and leasehold requirements
- Collaborate with staff and Board to implement the OFM's current strategic plan to further develop the market

- Secure and administer insurance policies for The Olympia Farmers Market, Board, and staff
- Act as an advisor to appropriate committees, specifically the finance committee

### **Financial:**

- Liaise with accounting contractor to ensure completion and submission of financial documents
- Prepare and submit an annual operating budget, for Board approval
- Prepare and submit budgeting documents for marketing, events, and infrastructure
- Ensure timely completion of bimonthly payroll and bill pay
- Ensure compliance with USDA EBT contract
- Ensure compliance with the WIC and Senior Farmers Market Nutrition Program
- Ensure compliance with SNAP Market Match Program

### **Clerical:**

- Maintain vendor contact information
- Ensure archiving of all Board and Membership meeting minutes and other corporate and legal documents
- Work with the Board President to generate agendas for market meetings
- Ensure maintenance of vendor and business files
- Secure and reserve locations for meetings and other functions as required
- Enforce compliance of vendor contracts and propose changes to the Board as needed
- Prepare information and briefing materials for submittal to the Board and/or Membership

### **Required Skills/Experiences:**

- Experienced with 2+ years of managing multiple employees (will consider volunteer management as well)
- Basic budgeting and accounting skills
- Working knowledge of Microsoft Office Suite and Google Docs
- Knowledge of management theory and practice
- Strategic thinker who believes in the mission of the Olympia Farmers Market
- Strong verbal and written communication skills
- Ability to resolve conflicts quickly and satisfactorily whether between vendors, staff, or customers
- Organized and detail oriented
- Effective multitasking skills
- Ability to prepare clear and comprehensive written reports as well as verbal reports summarizing information
- Outstanding customer service ethic to offer high quality experience to vendors, volunteers, community partners, and customers

**Desired Skills/Experiences:**

- Working knowledge of QuickBooks accounting software
- Passionate about local small-scale agriculture and the role of farmers markets
- 2+ years' experience employed at a farmers' market, on a small farm, as a market vendor or on a market board of directors

**Compensation:**

The Operations Manager is a salaried position receiving a starting base salary between \$65,000-\$70,000 per year depending on experience. This position qualifies for health, dental, and vision insurance benefits, a progressive paid vacation leave, and a 401(k) match.

**Hours:**

This is a permanent, full-time position with Saturday hours required year-round with the majority of work hours coinciding with seasonal open hours of operation. Attendance at evening meetings and special events will be required as well as occasional work on holidays.

**To Apply:**

Apply by Sunday, July 24, 2022 by emailing a resume, references, and a cover letter explaining your qualifications and why you are passionate about farmers markets and local small-scale agriculture, to [applications@olympiafarmersmarket.com](mailto:applications@olympiafarmersmarket.com). Incomplete applications, including those without a cover letter, will not be considered. Applicants proceeding to the interview stage will be notified by Sunday, July 31, 2022. Applicants not proceeding to the next step may not be notified. Interviews will be in person with the hiring committee consisting of four board members. Interviews will be recorded and shared with the entire board of directors and a decision is expected to be made in late summer/early fall 2022.

The Olympia Farmers Market (OFM) is an Equal Opportunity Employer. OFM encourages individuals who are BIPOC and/or LGBTQ+ to join our team. We welcome applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

**For more information about the Olympia Farmers Market:**

[olympiafarmersmarket.com](http://olympiafarmersmarket.com)

**Read the Market's Strategic Plan:**

[olympiafarmersmarket.com/about](http://olympiafarmersmarket.com/about)