



The Olympia Farmers Market is Seeking an Operations Manager

Home to over 100 vendors, The Olympia Farmers Market is a year-round market that offers 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. The market is governed by a volunteer board of directors comprised of member-vendors and is funded primarily through vendor fees.

Our mission:

To promote and encourage the development of local small-scale agriculture and ensure a dynamic market balance for small, local growers and others to make available their products to residents of this community.

Throughout our 45-year history we have shown ourselves to be flexible and resilient through many changes. While the pandemic has brought many unexpected challenges to our operations, we have persevered, found creative solutions and have remained open for business this entire year. We now find ourselves seeking an Operations Manager to lead our organization into the future. This is a long-standing position that was recently vacated by an employee who left on good terms after many years of service to the organization. We seek an individual that shares in our passion for farmers markets, small scale local agriculture, access to healthy foods and community enrichment. The ideal candidate will be able to communicate effectively and develop meaningful relationships with customers, vendors, staff, board and community partners.

We value diverse perspectives and life experiences. We employ and serve people of all backgrounds including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

The Olympia Farmers Market Seeking Operations Manager

Key Responsibilities:

Administrative:

- Maintain a working knowledge of market practices and policies
- Policy education and enforcement including application of the Discipline/Grievance policy
- Hiring and/or firing, supervision and salary and/or bonus adjustments of all employees
- Facilitate regular staff meetings
- Attend all meetings of the board including board meetings, membership meetings, work sessions, annual board retreats and all others as required
- Act as an advisor to appropriate committees, specifically the Financial Committee and Infrastructure Committee
- Liaise with The City of Olympia and The Port of Olympia regarding contracts, leasehold agreements (rent, parking)
- Prepare and submit all required reports to The City of Olympia and The Port of Olympia, based on leasehold requirements
- Secure and administer insurance policies for The Olympia Farmers Market, board, and staff

Clerical/Financial:

- Liaise with accounting contractor to ensure completion and submission of financial documents
- Work with board president to develop meeting agendas and track agenda items
- Prepare information and briefing materials for submittal to the board and/or membership
- Prepare and submit an annual operating budget, for board approval
- Prepare and submit budgeting documents for Marketing, Events and Infrastructure
- Enforce compliance of vendor contracts and propose changes to the board as needed
- Ensure compliance with USDA EBT contract
- Ensure compliance with FMNP WIC and Senior programs
- Ensure compliance with SNAP Market Match program
- Ensure maintenance of vendor and business files
- Maintain vendor contact information
- Ensure archive of all board and membership meeting minutes and other corporate and legal documents
- Secure and reserve locations for meetings and other functions as required

Supervision:

The Operations Manager is hired by and serves at the pleasure of the board of directors, and answers directly to the president of the board. The Operations Manager will oversee all paid staff and will directly supervise the Assistant Manager as well as the Maintenance Manager.

Qualifications:

- 2+ years' experience employed at a farmers market, in a management position on a small farm or service on a farmers market or related board of directors
- Passionate about local small-scale agriculture and the role of farmers markets
- Strategic thinker who believes in the mission of the Olympia Farmers Market
- Outstanding customer service ethic to offer high quality experience to vendors, volunteers, community partners and customers
- Knowledge of management theory and practice
- Experience managing multiple employees (will consider volunteer management as well)
- Strong verbal and written communication skills
- Organized and detail oriented
- Effective multi-tasking skills
- Working knowledge of Microsoft Office Suite and Google Docs
- Basic budgeting and accounting skills
- Working knowledge of QuickBooks accounting software
- Ability to prepare clear and comprehensive written reports as well as verbal reports summarizing information
- Ability to resolve conflicts quickly and satisfactorily whether between vendors, staff or customers

Compensation:

The Operations Manager is a salaried position receiving \$45-\$60k per year, depending on experience. This position qualifies for health, dental, and vision insurance benefits and a progressive paid vacation leave.

Hours:

This is a permanent, full-time position with Saturday hours required year-round and 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 required on holidays.

To Apply:

Apply by November 1, 2020 by emailing a resume, references, and a cover letter explaining your qualifications and why you are passionate about farmers markets, local small-scale agriculture and supporting small businesses to applications@olympiafarmersmarket.com. Incomplete applications, including those without a cover letter, will not be considered. Applicants proceeding to the interview stage will be notified on or before November 12, 2020. Applicants not proceeding to the next step may not be notified. Interviews will be held through an online meeting service with the hiring committee consisting of three board members. Follow-up interviews may be requested. Recording of interviews will be shared with the entire board of directors and a decision is expected to be made by the board on or around December 7, 2020. Thank you for your interest in our organization.