



The Leavenworth Community Farmers Market is seeking a Market Manager!

MARKET MANAGER OVERVIEW The Leavenworth Community Farmers Market (LCFM) Market Manager (MM) is responsible for every aspect of running the weekly farmers market. This includes activities throughout the year, but is the busiest throughout the Market Season (May-October). The MM works alongside and is overseen by an all-volunteer board comprised of community and vendor members who are dedicated to the success and sustainability of the LCFM.

This is an amazing opportunity to work in a beautiful setting with inspiring individuals making real change in our community through local food. The skills and relationships gained through this position will be invaluable to anyone desiring greater experience and involvement in farming, local food, non-profit development and management, and marketing/community relations. There is also room for future growth in this position for the right candidate. The position is part time and hourly, with the opportunity to increase in hours and pay as the Market grows. The busiest months will be from May to October, with additional hours for management and recruitment the rest of the year, and November and December being the slowest months of the year.

VENDOR RETENTION AND RECRUITMENT

- Working with the Board to recruit new vendors to round out the profile of the Market and help it to grow. This could include farm visits.
- Manage the Market Logistics Committee and assist the Board in streamlining the Vendor Application and review process.
- Maintaining relationships with existing vendors.
- Organizing pre-market vendor meeting in May and assisting vendors with professional growth (ie learning opportunities or maintaining requirements with state and local governing bodies).
- Holding vendors accountable for their proper requirements and vendor fees.
- Surveying vendors at the end of the season to make changes for the following year.
- Maintain monthly email correspondence with Vendors with a monthly manager report including upcoming events.
- Potential to pursue additional community connection and outreach.

SOCIAL MEDIA, COMMUNICATIONS, FUNDRAISING

- Be the main contributor to the LCFM Facebook and Instagram accounts and find ways to increase our presence on these platforms.
- Find creative ways to collect more email addresses
- Be the voice of the Market in KOHO radio or ECHO newspaper interviews



- Actively participate in all Fundraising events and activities (including but not limited to: Farm to Table dinner in August, Benevolent Beer Night in May, or seeking Market Sponsorships.)
- Possible growth into assisting with the 501 c(3) application process and grant writing

MARKET DAY LOGISTICS AND PLANNING

- Day-of-Market Duties including: organizing market set-up, assisting with vendor unloading/loading/parking, vendor communication, managing market sales and day-of-market concerns, overseeing market breakdown and clean-up, storing and setting up market booth, managing SNAP payments/credit card processing, and facilitating musician needs
- Maintaining Market permit requirements and other Market program requirements (WIC/Senior Nutrition, SNAP, etc.)
- Recruiting, managing, training, and keeping track of volunteers
- Maintain the accounting for vendor fees and market sales on a weekly basis
- Recruit and manage summer intern or assistant throughout the season
- Recruiting and scheduling musicians for the season and maintaining the music budget
- Scheduling, planning, and executing youth and family programs and special events at the Market

BOARD AND COMMITTEE INVOLVEMENT

- Attending 100% of monthly Board Meetings (usually held on a Tuesday night from 6- 8pm)
- Attending as many monthly Committee Meetings as beneficial (days and times vary depending on the Committee). Committees include: Market Logistics, Fundraising, Marketing, and Board Stewardship.

DESIRED QUALIFICATIONS

- Experience working with groups, teamwork and facilitation skills, dynamic problem solving skills, as well as business/non-profit management, marketing and promotions, event management, or a related field preferred.
- Strong customer service ethic, conflict resolution, and communication skills required with strong organizational skills, sound judgment and history of fiscal responsibility.
- Strong sense of autonomy and ability to manage time and projects without direct guidance.
- Ability to lift and carry up to 50 lbs. at a time.
- Personal vehicle and valid WA driver's license required. Ability to tow a small trailer plus!
- A positive attitude and clear communication (both verbal/written) while fostering relationships with vendors, community, the City of Leavenworth and LCFM board.

ABOUT THE MARKET The LCFM is a state non-profit whose mission is to "increase access to fresh, locally produced



foods and other products of local labor for all people. We strive to serve culturally and economically diverse populations, and bring together families, neighbors, visitors and local food producers to create community and social gathering; to enhance our quality of life and foster a sustainable local economy."

We're excited to meet you and hear how you hope to not only manage the Market but inspire and help it grow! As an organization, we have the following goals in mind. How can you help us get there?

GOALS: 2020-2021: Retain all our vendors and increase by 1-5 vendors per year 2022: **The Thursday Market begins to sustain itself financially** (up to 35-40 vendors)

COMPENSATION The pay for the Market Manager is \$15-\$18 per hour depending on experience with the potential for pay increases and bonuses. The position requires roughly 500-700 hundred hours a year (depending on the candidate), with an average of 30 hours per week occurring between May and October. Except for attending weekly markets and monthly board and committee meetings, the schedule is flexible and allows for a strong amount of autonomy and personal time management. There will be periodic performance reviews overseen by the Board to assess the MM work achievements and progress.

TO APPLY Please submit a resume, 2 references, and a cover letter explaining why you are passionate about farmers markets, community-sponsored agriculture, non-profit development and how you hope to manage and inspire the market to leavenworthmarket@gmail.com. Applications due by January 15th.

The Leavenworth Community Farmers Market is an Equal Opportunity employer.