Dane County Farmers' Market

The Largest Producer-Only Farmers' Market in the U.S.

Manager Job Opening

The Dane County Farmers' Market seeks applicants for the position of Market Manager. The position is available beginning April 1, 2014. The Manager supervises the daily operation of the Saturday market, the Wednesday market and the indoor Winter Market (approx. 300 vendors). The Manager also administers a 200K budget and serves as the Market's principal representative. The ideal Manager is as comfortable visiting a vendor’s farm as attending a meeting with city officials. This high-profile position requires an individual with demonstrated administrative and people skills and with the ability to fill a variety of roles – from mediator to enforcer, from leader to follower – competently and gracefully. For more information on the position: http://dcfm.org/manager-job-opening/

Send cover letter, resume and references by February 10, 2014 to:
larryj@dcfm.org

Dane County Farmers’ Market Manager

Position Summary:

Market manager reports to the board of directors and is responsible for the following:

- Financial transactions and record keeping
- Clerical tasks and general office management
- Communication with agencies, governmental bodies, the media and members
- Enforcement of market rules as outlined in the by-laws and rule book
- Oversight of the orderly functioning of the Wednesday and Saturday outdoor markets and the Winter Markets
- Supervision of Market employees and contractors

A. Function as the Financial Officer

A1 Timely payment of bills
A2 Oversee payment of taxes, insurance, salaries, dues.
A3 Timely collection and deposit of fees, dues and sales monies from members
A4 Maintain accurate financial records.
A5 Prepare financial records for submission to accountant on a yearly basis.
A6 Present current financial reports to the Board at each regular meeting.
A7 Create and present an annual budget.
A8 Provide additional financial information to board, as requested.
A9 Keep records for the SNAP program.

B. Function as the Office Manager

B1 Maintain accurate information on all vendors to include at least, applications, licenses, inspection reports, communications.
B2 Maintain seniority list.
B3 Assign stalls according to such list.
B4 Maintain member database and provide annual comparative report to board.
B5 Arrange for the design, printing and mailing of market materials
B6 Obtain and maintain permits, rental agreements, services, and equipment necessary for the operation of the market.
B7 Procure supplies necessary in the operation of the market and to assist members.
B8 Respond to inquiries by public and by members.
B9 Prepare agendas for meetings after consultation with president and Board members.
B10 Provide copies of minutes to board prior to meeting, submit for approval and publish summary for membership.
B11 Attend board meetings.
B12 Respond to board directed inquiries through investigation, research and reporting.
B13 Create and send periodic newsletters.

B14 Coordinate elections according to procedures outlined in the bylaws.

B15 Call special meetings as allowed under section 4.2 of the bylaws.

B16 Supervise the maintenance of DCFM web site.

C. Serve as Public Liaison and Market Representative

C1 Coordinate and cooperate with city, state and/or private organizations to promote and benefit the market,

as needed or directed by the board.

C2 Prepare report concerning activities related to C1 for board.

C3 Maintain positive public relations

C4 Participate in media interviews and events.

C5 Prepare press releases, advertising and public service announcements.

D. Serve as Enforcement Officer of Dane County Farmers' Market Rules

D1 Make policy recommendations to Board of Directors.

D2 Screen all applications for membership and report to board.

D3 Fairly enforce policies and levy disciplinary action, as outlined in rules.

D4 Document enforcement of D3

D5 Supervise routine inspections; schedule and conduct challenge inspections.

D6 Arrange for appeals and submit background report to board.

D7 Supervise orderly operation of market.

D8 Maintain communications with agencies concerning rule changes that effect the market or its vendors, report such changes to board and membership.
D9  Consult with DCFM legal counsel as appropriate.

D10 Serve as principal mediator in vendor disputes.

D11 Attend all market events so as to enforce vendor compliance.

E. Supervise employees (kitchen coordinator, social media intern) and contractors (e-mail newsletter writer, line captains, trash team, info booth coordinator, CAC, et al.)

F. Maintain and improve professional skills

Knowledge and Skills:

A  Demonstrated managerial experience working with a large, diverse membership.

1. Demonstrated public relations experience.
2. Working knowledge of office management software.
3. Demonstrated oral and written proficiency.
4. Ability to lift 50 pounds or more.

Traits:

A. Honesty

B. Integrity

C. Agricultural background

D. Understanding of vendor needs and concerns

E. Multicultural sensitivity.

F. Humor and humility

G. Adaptability