

About Neighborhood Roots: Neighborhood Roots is a 501(c)(4) nonprofit organization that operates the Kingfield, Fulton, and Nokomis Farmers Markets. The organization began with the Kingfield Farmers Market in 2001, and became an independent nonprofit in 2008. Now with three outdoor market locations in operation, it hosts 64 market days from May – October (Wednesdays, Saturdays, & Sundays) and a series of indoor winter markets from November – March. Neighborhood Roots brings neighbors together to buy, eat, and learn about local food, while promoting vibrant community in South Minneapolis. The organization supports over 110 local farmers and small businesses, and welcomes over 85,000 visitors to its markets each year.

Executive Director overview: The Executive Director is responsible for the overall leadership and management of Neighborhood Roots. The position fosters, develops, and implements the vision and focus of Neighborhood Roots along with overseeing its day-to-day financial, program development, human resource, fundraising, and administrative management. Neighborhood Roots and its farmers markets are community-generated entities serving many stakeholders, including vendors, patrons, volunteers, sponsors, and community partners. The Executive Director balances these interests as they develop and advance the work of the organization. This position reports to the Board of Directors and directly supervises the organization's 1.5 additional staff (Market Manager and Assistant Market Manager).

Job Duties:

Organizational Governance

- Plan for and coordinate Board of Directors meetings in conjunction with Board Chair.
- Plan for and coordinate Marketing and Development committee meetings in conjunction with committee Chairs.
- Attend evening Committee & Board meetings.
- Maintain effective relations with the Neighborhood Roots board; support active board engagement.
- Provide timely information and counsel to the Board in the creation of policies, programs, and strategic direction of the organization.
- Assist with prospective Board member identification and recruitment.

Mission and Strategy

- Direct the development, implementation, and evaluation of the organization's strategic planning.
- Develop a shared vision for the future of the organization in conjunction with Board of Directors and staff, and programs to achieve this vision.
- In conjunction with Board of Directors and staff, develop program opportunities, help prioritize program work, and help to guide scheduling of work.

Development

- Oversee fundraising efforts (business donors, grants, individual donors, events) in conjunction with Board Development Committee.
- Canvas neighborhood establishments, corporations, & other mission-aligned entities to secure new sponsors.
- Develop and maintain positive relationships with new and existing sponsors & donors.
- Ensure execution of funding commitments.

Financial Management

- Responsible for financial operations, including budgeting, revenue and expense management, and financial reporting in conjunction with the Treasurer.
- Work with the bookkeeper on maintaining accurate and timely financial reporting. Provide information / support for accounting entries.
- Sign and issue checks.
- Work with the insurance agent on policy renewals.
- In conjunction with the Treasurer, ensure all tax and related filings are made and taxes paid.

Operations

- Oversee human resources, including staff hiring, supervision, and professional development.
- Work with staff to implement Neighborhood Roots' programs and vision.
- Manage internal communication across the organization.
- Develop and implement special programs (ex. EBT/SNAP, mini-market technical support).

- Support on-site management of market operations.

Marketing / Events

- Responsible for the three Farmers Markets and four holiday / winter markets.
- Oversee markets' event calendars, working in conjunction with sponsors and staff / Operations Committees.
- Supervise and regularly contribute content delivered via social media and other communication channels.
- Develop and implement strategies for attracting, engaging and welcoming new and diverse customer bases.

Community Outreach and Visibility

- Represent Neighborhood Roots in the local foods and neighborhood communities and promote awareness of its mission.
- Develop and maintain alliances and partnerships with related organizations; serve on task forces and in collaborative market efforts.
- Advocate for market stakeholders.
- Serve as primary media spokesperson.
- Maintain awareness of emerging trends and policy issues affecting the organization, including national and local foods systems related happenings and events.

Skills & Qualifications:

- Demonstrated leadership and strategic-decision making skills
- Strong interpersonal skills; ability to work collaboratively and develop positive relationships with market vendors, volunteers, community members, and other stakeholders
- Experience with, and interest in raising funds from a variety of sources, including individuals and businesses
- Ability to plan, monitor, and evaluate budgets
- Excellent oral and written communication; comfort with public speaking
- Experience supervising and developing staff and volunteers
- Ability to manage many projects, priorities, and relationships simultaneously
- Effective time-management skills; ability to meet deadlines
- Commitment to fostering a collaborative, inclusive, & welcoming organizational culture, internally as well as via the markets & in community relations
- Ability to work outdoors under unpredictable weather conditions
- Knowledge of and demonstrated passion for local & sustainable food systems, food justice, and / or community development work
- Ability to lift up to 50 pounds, and transport farmers market related equipment
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Hours:

This is a full-time, 40 hour / week position, with some seasonal variation. Regular weekend & evening hours are required, with at least one weekend off a month during the market season.

Salary:

Salary range is \$38,000 - \$43,000 depending on qualifications. 3 weeks PTO over the course of the year.

How to apply:

Submit a cover letter and resume to Todd Douma, Board Chair, at chair@neighborhoodrootsmn.org. Women, people of color, and LGBTQ individuals are strongly encouraged to apply.