



# NEIGHBORHOOD ROOTS

## **Position title: Farmers Market Manager**

Posted for 2022 market season

\$35,000-\$40,000/year DOQ

Neighborhood Roots is a 501(c)(4) nonprofit organization that operates Kingfield, Fulton, Nokomis and the Neighborhood Roots Winter Markets in south and southwest Minneapolis. Our mission is to bring neighbors together to buy, eat and learn about local food. We support local farmers and small businesses, promote vibrant community and affect important changes in food and agriculture policy. The organization supports over 110 local farmers and small businesses, and welcomes over 85,000 visitors to its markets each year.

Our Market Manager is primarily responsible for vendor and volunteer management, as well as general market operations and communications support. The Market Manager will work closely with our Development and Administration Manager to support our vendors and build strong relationships with neighbors and community partners. This position reports to the Board of Directors and directly supervises the organization's seasonal market support staff.

This is a full-time position (30-40 hours a week) with seasonal variation in hours. The Market Manager must be available Saturdays & Sundays (6:45 a.m. – 2:30 p.m.) from mid-May through October as well as occasional weekend hours November-April to work on site at our markets. The Market Manager can schedule one weekend off per month in coordination with staff and volunteers. Non-market administrative hours are remote. Strong candidates will have a passion for local food; excellent communications, customer service and organizational skills; and the ability to work both independently and closely with others of a variety of backgrounds.

## **Essential Functions**

Vendor support:

- Manages vendor application process, including new vendor recruitment
- Sets, maintains, confirms and adjusts vendor schedules
- Manages vendor dues, invoices and communications as primary vendor contact
- Organizes and runs annual pre-season vendor meeting
- Collects and organizes vendor insurance, licensing and paperwork
- Manages stats and supports annual surveys and evaluations

#### Volunteer management:

- Recruits volunteers and maintains Sign Up Genius schedule
- Acts as primary volunteer contact
- Supervises volunteers in set up, tear down, and info booth staffing
- Plans end-of-year volunteer appreciation event

#### Market day operations:

- Serves as primary contact with market site hosts
- Communicates directly with vendors to confirm and adapt weekly vendor schedules and stall maps
- Lays out stalls, manages timely vendor load in and load out processes (may assist in helping vendors unload vehicles) and market equipment/infrastructure (electricity, building access, etc.)
- Manages info booth and merchandise sales, including EBT/SNAP and market tokens sales and collection process
- Ensures market and vendor rules and regulations are followed, along with state and local health codes
- Provides on-site support to vendors, patrons, musicians, artists, master gardeners, volunteers and other community providers as needed
- Oversee markets' event calendars and supervises events
- Ensures timely and effective set up and clean up of market area
- Supervises seasonal market support staff and volunteers for market operations
- Manages food donation services via local food banks for post market leftovers

#### Communications:

- Contacts farmers to verify attendance and ask what's coming to market
- Prepares market e-newsletters and assists with market day social media

#### Administrative support:

- Responds to market inquiries via phone and email
- Manages permit application process for market sites and maintains relationships with site property owners
- Assists with website updates for vendor and market day information
- Manages merchandise and places orders as needed
- Assists with organizational meetings and special events
- Attends monthly board meetings, including some evening hours
- Assists with recruiting, hiring, and training seasonal market support staff and volunteers
- Maintain awareness of emerging trends and policy issues affecting the organization, including national and local foods systems related happenings and events.
- Assist with fundraising

## **Skills & Qualifications**

- Knowledge of and demonstrated passion for local and sustainable food systems, food justice, and/or community development work
- 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
- 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, and welcoming organizational culture internally as well as via the markets and in community relations
- Ability to work outdoors under unpredictable weather conditions
- Ability to lift up to 50 pounds and transport farmers market related equipment

Neighborhood Roots offers flexible and remote scheduling outside of market hours, a health insurance stipend, cell phone stipend and wifi stipend. The Market Manager position receives 15 days of paid time off annually.

### **To apply**

Send a cover letter and resume to [chair@neighborhoodrootsmn.org](mailto:chair@neighborhoodrootsmn.org).