



Application For Employment Market Manager

Sequim Farmers & Artisans Market Manager

Job Description 2023

Reports To: SFAM Board of Directors

Location: Sequim, WA

Hours: Full-time, year round (Probation periods extending 6 months with check-in at 3 months)

Purpose Statement

The Sequim Farmers and Artisans Market Board seeks to cultivate a belonging space and a viable marketplace by responding to the needs of our community. We envision an interdependent local economy fueled by entrepreneurs who grow, gather, and create by hand. We see a successful market as a thriving and vibrant community commons that reflects our region. We value longevity (for the market), the local economy, accessibility, entrepreneurship, ecological responsibility, diversity, equity, and inclusion.

The Market Manager position is performed for the purpose of providing responsible leadership in the implementation of our mission, vision, values, and goals; working with vendors, community stakeholders, and service groups; communicating effectively with the Board, vendors and public; engaging in a variety of fundraising activities; planning, coordinating and providing general supervision of Markets; and performing a wide variety of tasks that serve to cultivate a vibrant, immersive market experience for locals and visitors alike.

Essential Functions

- Acts as designee of the Board during market days for matters concerning the policies and procedures of the Board for the purpose of ensuring the safety and security of vendors and the community.
- Acts as the spokesperson and public relations official for SFAM (e.g. written, audio and visual publications, media appearances) for the purpose of promoting the values, goals and objectives of the Market.
- Collaborates with internal and external personnel (e.g. Board, public agencies, community members, etc.) for the purpose of implementing and/or maintaining efficient services and programs.
- Collects data relative to a variety of stakeholders (e.g. staff, vendors, volunteers, community, consultants) for the purpose of ensuring that SFAM's key messages are based on timely data and inputs.
- Communicates with a wide variety of entities (e.g. Board, vendors, other farmers and artisans markets, community partners) for the purpose of gathering information, staying current with trends and promoting the mission, vision and goals of the SFAM Board.
- Develops and maintains cooperative relationships with a wide variety of groups (e.g. community, educational institutions, food-related services, media outlets) for the purpose of enhancing and improving the Board's goals of connecting with and serving the community.



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- Develops proposals to the Board (evaluation of opportunities, challenges, etc.) for the purpose of anticipating and responding to emerging changes in ways that align with and/or advance SFAM's mission.
- Oversees the market-day operations (e.g. special programs, customer and vendor interaction, community sponsors) for the purpose of ensuring a comprehensive and cohesive experience for all stakeholders.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of materials (e.g. weekly market maps, reports, state reporting, etc.) for the purpose of ensuring the smooth operation of markets, documenting activities and issues, meeting compliance requirements and/or providing supporting materials for requested actions.
- Provides regular and clear communications (monthly reports, policy and program issues, etc.) for the purpose of keeping the Board current in its understanding of the complete and functioning market.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Researches a variety of topics (e.g. industry trends for farmers' markets, food systems, agriculture, small business development, non-profit management) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Works closely with the Fundraising Committee for the purpose of securing funding for a wide variety of SFAM programs (e.g. food assistance, nutrition, sponsors, etc.) for the purpose of securing the budgeted fundraising goal annually.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Sequim Farmers and Artisans Market.
- Skills, Knowledge and Ability

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: state and federal guidelines related to farmers and artisans market; pertinent codes, policies, regulations and/or laws; and budget management.



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ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data. Flexibility is required to independently work with others in a wide variety of circumstances and with a significant diversity of individuals and/or groups; and work with data of varied types and/or purposes. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with the Board, Vendors, Community groups and individuals; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

- Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; and managing the Market. Utilization of significant resources from other entities is sometimes required to perform the job's functions. There is a continual opportunity to significantly affect the organization's impact on the community.
- Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: ability to safely lift 50 pounds, carrying, pushing, and/or pulling, and fine finger dexterity. The job is often performed under some temperature extremes. **While the market day is physically demanding, the majority of the position is conducted in an office setting.**
- Experience: Job related experience with increasing levels of responsibility is required.
- Preferred skills: success in fundraising efforts; non-profit experience; grant writing; bilingual (Spanish); and market management experience.
- Successful background check prior to employment.

Compensation

- \$40,000-\$44,000 annual salary based on experience
- Annual Wellness Stipend
- Annual paid time off

To Apply

- Submit all of the following via the Employment Opportunities page at www.sequimarket.com/employment
- Cover Letter that addresses:
 1. How are your skills and experience relevant to the job as described?
 2. What are some demonstrable ways that you as an individual are aligned with the values of SFAM?
- Resume
- 3 References who are not family members



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SFAM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please print or type. The application must be fully completed to be considered. Please complete each section, in addition to your attached resume and cover letter.

Personal Information

Name

Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? YYes <input type="checkbox"/> NNo <input type="checkbox"/>		HHow did you hear about this opportunity??		

Education

School Name	Location	Years Attended	Degree Received	Major

Professional References

Name	Title	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	