



## **Community Farmers Markets Seeks Director of Operations**

### **About Community Farmers Markets (CFM):**

Community Farmers Markets ("CFM") is a leader in Atlanta's local food community. Our mission is to develop a local food infrastructure for long term sustainability and meaningful community impact. Our purpose is to preserve, root, and grow a diverse local food culture by maintaining an authentic space for all people to share community, fair food, and healthy lifestyles while providing a sustainable living for producers who steward the earth. CFM currently operates the East Atlanta Village, Grant Park, Decatur, Westside, Ponce City on the Beltline, and Fresh MARTA Farmers Markets as well as educational outreach programs and events.

CFM seeks Director of Operations to help propel our mission work by managing the logistics and operations of our markets, projects, and headquarters team.

### **Role Overview:**

The Director of Operations will work directly with the Executive Director to stabilize, strengthen, and support the growth and development of all CFM farmers markets and projects. The Director of Operations will oversee market staff and the "Market Community Groups", coordinate market vendor acceptance, and manage vendor development initiatives. The Director of Operations will assist the Executive Director and Director level staff in maintaining the operations of Community Farmers Markets through the organization and implementation of various administrative duties.

### **Primary Responsibilities-**

- Collaborate with Executive Director to identify CFM markets' strengths and needs. Develop and implement plans to stabilize, strengthen, and support markets and the organization overall
- Manage market staff and volunteers (Coordinators, Market Ambassadors, and Market Assistants) as related to at-market tasks, vendor relationships, market operations, and neighborhood based events. Train, instruct, and assist as needed.
- Attend and support at least two CFM markets per week during the designated market season. Support staff and attend to market needs as required.
- Assist Market Coordinators in facilitating Market Community Group ("MCG") meetings and support MCG members in achieving their yearly goal and objectives.
- Coordinate the Regular Season (April-December) vendor application and acceptance process throughout each Winter Market Season (January-March). Collaborate with CFM Headquarters staff and Market Coordinators to determine accepted vendors for the market season using vendor acceptance rubric.
- Oversee supply inventory maintenance/procurement and billing procedures, ensuring that expenditures are within budget allowances for the month and year
- Coordinate master calendar of events (markets, events, meetings)
- Manage Human Resources for all non-Director level staff. Submit payroll.
- Direct all CFM administrative tasks including but not limited to, writing checks, managing online and paper filing systems, answering CFM "info" email address and CFM phone inquiries, completing weekly financial reporting, and completing monthly data reporting.

- Work with Executive Director and Vendor Professional Development Coordinator to develop and implement yearly vendor professional development program.
- Support and, as needed, coordinate, events designated to benefit the CFM markets, CFM vendors, and/or CFM's fundraising goals.
- Continuously develop and implement strategies to improve efficiency and organization within CFM. Maintain confidentiality and discretion related to CFM sensitive information.
- Other tasks, as needed.

#### **Expectations / Qualifications:**

- Strong work ethic with an “above and beyond” attitude.
- Strong leadership skills and ability to manage diverse groups of people. Experience managing individuals, teams, and volunteers.
- Strong written and verbal communication skills. High comfort levels in public, and to large groups. Ability to have difficult conversations.
- Strong critical thinking and problem solving skills: Gathers information from different sources; sifts through complexity; and proposes relevant solutions. Resolves conflicts in peaceful manner.
- Strong interpersonal skills. Adept at forming strong relationships with diverse groups of people. Motivates and influences others to achieve outcomes.
- Strong vision and achievement orientation. Demonstrates results and the ability to sustain and persevere through significant challenges to reach goals.
- Strong planning and execution skills. Manages time and resources effectively, prioritizing efforts according to organizational goals.
- Strong analytical skills. Tracks and analyzes data to inform decisions.
- Knowledge of principles, methods, and procedures relating to purchasing, operations, HR, safety, budgeting and accounting, and purchase and inventory control.
- Experience with Google Drive and Quickbooks required. Experience with Basecamp a plus.
- Awareness of strengths and weaknesses. Work relentlessly to improve upon weaknesses and strengths, proactively seeks feedback, is able to accept responsibility for failures and shows a balance of confidence and humility. Proactively seeks professional development opportunities.
- Believe that all people deserve access to fair food. Possess a strong understanding of the CFM mission and policies and be able to confidently communicate them.

#### **Core Competencies:**

- Community Building: Develops strong, trusting, respectful relationships with others. Demonstrates honesty and integrity.
- Communication: Listens carefully and speaks and writes in a compelling way.
- Impact and Influence: Motivates and influences others to achieve outcomes.
- Critical Thinking and Problem Solving: Gathers information from different sources; sifts through complexity; and proposes relevant solutions.
- Achievement Orientation: Demonstrates results and the ability to sustain and persevere through significant challenges to reach goals.
- Planning and Execution: Manages time and resources effectively, prioritizing efforts according to organizational goals. Is extremely organized.

**Education/Additional Requirements:**

Bachelor's degree required with coursework or professional experience in Business Administration, Organizational Management, or related discipline desired.

**Hours, Compensation, and Schedule:**

Full-time. Salary range: \$30,000 - \$35,000 commensurate with experience. The candidate will work at the CFM office space in Atlanta, Ga as well as remotely. The candidate is expected to be available by phone and email during normal working hours, as well as market hours. The candidate must be willing and able to work on a flexible schedule and in a fast-paced environment. Reports directly to the Executive Director. Benefits included and negotiable.

**How to apply:**

Send cover letter and resume to [danielle@cfmatl.org](mailto:danielle@cfmatl.org) with "OPERATIONS DIRECTOR" in the subject line. Writing sample and references on request. No calls, please.

**DEADLINE FOR APPLICATIONS:** Rolling, with final deadline of June 24th. Must be able to start the first week of July.

Community Farmers Markets is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

For more information about Community Farmers Markets, please see our website at [www.cfmatl.org](http://www.cfmatl.org)