



FARMERS MARKET COALITION

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Deputy Director

The Deputy Director is a full-time (40 hours per week), remote, salaried exempt position reporting to and working closely in partnership with the Executive Director. The Deputy Director leads the internal operations of the organization to ensure the resources and infrastructure are in place to achieve the mission primarily operations, administration, finance, and human resources. The Deputy Director also plays a central role in the implementation of FMC's [Strategic Plan](#) and Anti-Racism goals.

About FMC:

The Farmers Market Coalition (FMC) is a 501(c)(3) nonprofit dedicated to strengthening farmers markets across the United States so that they can serve as community assets while providing real income opportunities for farmers. The mission of FMC is to strengthen farmers markets for the benefit of farmers, consumers, and communities.

Because FMC is a remote organization, team members are based throughout the country, collaborating through video chat software and phone meetings often. Employees may be located anywhere that they have sufficient access to internet and phone service, and must be self-motivated and comfortable working independently.

Responsibilities:

Administration and Operations

- Optimizes, compiles and implements operational systems, processes, and policies, including the employee handbook, operations manual, and finance manual
- In collaboration with ED, guide staff to achieve implementation of strategic plan goals.
- Oversee operational aspects of FMC's Membership program including tracking and reporting through constituent management system
- Implement appropriate software systems and information technology to facilitate organizational effectiveness
- Oversee the timely and accurate completion of contracts and grant deliverables, reporting and administration
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.

Financial

- Leads the organizational financial planning and tracking including the development of FMC's annual budget and the creation of financial reports and projects budgets as required in collaboration with Executive Director
- Ensures that payroll, payables, receivables and other financials are processed in a timely manner in coordination with bookkeeper

Human Resources

- Lead the development and implementation of FMC's internal Anti-Racist strategy

- Oversees recruiting, staffing, performance management, and professional development to ensure that FMC has well qualified staff.
- Lead the continued development of an organizational culture that promotes employee wellness, satisfaction, and retention

Position Outcomes:

- Improve the effectiveness of operational, financial and human resource systems
- Build an organizational culture that supports our staff as individuals and a cohesive group
- Ensure compliance with applicable HR and nonprofit laws and regulations
- Partner with ED to ensure FMC has adequate resources and systems to achieve our mission

Qualifications:

- 4+ years of experience in finance, operations, and human resources, or advanced degree in business or nonprofit administration plus 2+ years experience
- Experience with government or foundation grants, contract management and reporting
- Demonstrable track record of excellence in organizational leadership
- Experience with antiracism and/or DEI initiatives, preferable including lived experience
- Ability to work on multiple projects while keeping focused on top organizational priorities.
- Outstanding communication and interpersonal skills
- Skilled and creative problem solver
- Ability to remain focused under pressure and in the face of deadlines
- Familiarity with Quickbooks, Google Suite

Ideal Candidate Should Also Have:

- Knowledge of and experience with farmers markets
- Familiarity with Neon or other CRM database systems
- Experience working successfully and independently in a remote workplace

This position reports to: Executive Director

Hours:

Approximately 40 hours per week

Compensation:

\$55,000-\$60,000. Benefits include paid time off, a monthly health insurance stipend, and monthly office stipend.

Farmers Market Coalition highly encourages BIPOC, women, LGBTQ+ applicants and candidates from all educational and lived experience backgrounds. We believe that a diverse workforce enhances our ability to fulfill our mission and grow as an organization. We are committed to creating an equitable and inclusive work environment where each employee's contributions are recognized, valued, and celebrated.

FMC is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, or other applicable legally protected characteristics. Over and above our commitment to nondiscrimination, FMC actively seeks to employ members of the community who have experienced poverty or food insecurity and members of historically marginalized groups.