



# FARMERS MARKET COALITION

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## Executive Director

The Farmers Market Coalition (FMC) seeks a passionate and experienced Executive Director to lead the nation's most impactful support, training and advocacy organization working on behalf of farmers market operators. This person will lead FMC in our efforts to build a more fair, just and equitable local food system throughout the United States. This position is a remote, full time, exempt position based in the United States with limited travel.

The Executive Director serves as the Chief Executive Officer of FMC, leading the organization's staff, programs, and partnerships and working in close coordination with the Deputy Director in overseeing all operational and administrative functions. The Executive Director reports to the Board of Directors and leads staff in executing the daily operations of the FMC in alignment with the coalition's mission and strategic plan. The Executive Director currently oversees a staff of 10 persons and a budget of \$1,200,000. FMC is a remote organization with team members based throughout the country, collaborating through video meetings, g-chat, real-time shared document development, and asynchronous work-flow.

## 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 they have sufficient access to internet and phone service, and must be self-motivated and comfortable working independently.

The Executive Director will be responsible for:

## Organizational Leadership and Strategic Planning

1. Assure that the organization has a long-range strategy which pursues its mission and reflects the organizational values, especially those supporting sustainable local food systems and racial equity.
2. Lead the implementation of the organization's racial equity action and learning plan, which identifies three key pathways for FMC to deepen its internal and external commitment to racial equity and anti-racist principles.

3. Provide leadership in developing and overseeing programs that allow FMC to make consistent and timely progress towards the organization's strategic goals.
4. Support the contributions of the Board of Directors by regularly informing the Board of the fiscal health and programmatic activities of the organization, and engaging the Board in discussions that support informed decision-making.
5. Provide leadership in developing and implementing organizational policies and financial plans, in partnership with the Board of Directors and the staff leadership team.
6. Ensure the maintenance of official records and documents, and ensure compliance with federal, state and local regulations
7. Maintain a working knowledge of significant developments and trends in the farmers market sector through ongoing communication with FMC members.

### **Public Affairs and Thought Leadership**

1. Oversee the marketing and communication of FMC's activities, programs, goals, and accomplishments.
2. Establish and maintain sound working relationships and cooperative arrangements with key partners and stakeholders, community groups and organizations.
3. Serve as the primary spokesperson for FMC, representing the programs and point of view of the organization to agencies, organizations, and the general public.

### **Staff Management**

1. In coordination with the Deputy Director, be responsible for the recruitment, employment, and release of all personnel, ensure that staff job descriptions are developed, that regular staff performance evaluations are held, and that sound human resource practices are in place.
2. Ensure the organization has an effective management team in place, with appropriate provision for succession.
3. Maintain a workplace culture that attracts, keeps, and motivates a diverse and highly-competent staff.

### **Budget, Finance and Fundraising**

1. Lead the organization's fundraising efforts to ensure that adequate funds are available to permit the organization to carry out its work through federal and foundation grants, individual and corporate donations, and event sponsorships.
2. Working with the Deputy Director and the Bookkeeper to ensure the organization maintains sound financial practices and compliance with grant requirements.
3. Lead the staff, Finance Committee, and the board in preparing a budget; and ensure FMC operates within budget guidelines.

## **Qualifications**

1. At least five years of experience in nonprofit leadership and management
2. At least five years of experience in food and agriculture, preferably in the farmers market field
3. Proven record of effective fundraising including solicitation of federal and private grants and corporate sponsorships
4. Experience with management, oversight and reporting of federal grants and cooperative agreements
5. Experience with development and implementation of organizational strategic plans and racial equity goals
6. Experience with staff management and leadership with experience managing remote teams is highly desired
7. Strong verbal and written communication skills, including strong public speaking skills
8. Ability to build strong, collaborative organizational relationships to further FMC's mission
9. Prior experience with policy advocacy at the federal or state level

**This position reports to:** Board of Directors

**Hours:** Approximately 40 hours per week

### **Compensation:**

\$75,000 - \$85,000 per year. Benefits include paid time off, retirement savings plan, a monthly health insurance stipend, and monthly office stipend.

### **Application Instructions**

Interested applicants should fill out the [form on the Farmers Market Coalition website](#) with your cover letter and resume no later than March 17th, 2023. Early applications are encouraged as they will be reviewed on a rolling basis.

*Farmers Market Coalition encourages candidates from all backgrounds to join our team. 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.*