



## Quincy Farmers' Market Manager Position Description

### Organization Mission

The District is a non-profit volunteer driven organization devoted to growth, preservation, and economic vitality of downtown, creating a sense of place in The Heart of Quincy, Illinois.

### General Description

The Market Manager, under general direction from the Executive Director, has day-to-day responsibility for the successful operation of one or more farmers' markets. This is a part-time hourly job and does not include any benefits. It is expected that the Manager will be at the Market on designated Market days for the season. A schedule will be provided to indicate which Markets the Manager will cover. Managers are responsible to find a replacement 24 hours prior to the Market date. Additional hours may be required (such as minor social media posting, etc.). Market dates are the first Saturday in May to the last Saturday in October. Set up begins every Saturday morning at 7 AM and ends at 1 PM.

### Major Duties and Responsibilities

- 1. Major Duties and Responsibilities** – Manages the assigned Market coordinating and overseeing day-to-day operations on the street. This includes, but is not limited to, the assignment of street locations for members, contractors and community groups; the logistics of setup/break down; the management of the Check-In Booth and QFM merchandise sales; interfacing with the public and the vendors; resolution of conflicts or problems that may arise; and the collection, control and documentation of fees/licenses/permits.
- 2. Vendor & Contractor Relations** – Develops and manages relationships with members and contractors, ensuring timely communications and resolution of issues or problems; monitors merchants operations and ensures compliance to Market rules and agreements. Solicits additional members/contractors as needed, screens applications and monitors quality of products and presentation. Provides orientation and training to new

vendors and offers ongoing coaching to help ensure vendors' success.

3. **Market Promotion** – Interacts with the public at the Market(s) and monitors and ensures the Market's attractiveness and appeal. Tracks customer numbers and sales and works with the Executive Director to develop and implement strategies to enhance Market quality and increase total sales. Develops recommendations to enhance the Market(s) and promotes QFM in a positive, professional manner. Models and promotes collaborative and respectful communications and relationships.
4. **Staff Management** - Provides initial training and ongoing coaching/training for new market managers as needed.
5. **Planning** – Works with and provides input to the Executive Director in the development of business plans and work programs. Prepares reports and keeps the Executive Director informed regarding the status of the Market(s) and progress toward established goals.
6. **Financial Planning & Management** – Works with and provides input to the Executive director in annual budget development. Monitors and controls the budget for assigned Market(s), manages resources within the constraints of the budget and long-range business plans and ensures compliance with financial controls.
7. **Other Duties** - Performs other duties as assigned from time to time by the Executive Director.

## Reporting Relationships

- Reports to: Executive Director
- Quincy Farmers' Market Manager supervises any volunteers and managers in training as needed

## Pay

- **\$100/per Market. Checks will be dispersed on the last day of each month.**

## Highly Desired Qualifications

*Education:* Bachelors degree or equivalent

*Experience:* At least 1 year management experience, including personnel management, budget responsibility, operations management and experience working with multiple constituencies/stakeholder groups; experience working with the public, experience in retail and/or other customer service experience preferred.

### *Additional Qualifications*

The ability to develop good team relationships with staff, vendors and contractors; the ability to interface well with the public; strong customer service orientation and skills; excellent interpersonal and communications skills, good listener; strong organizing and problem-solving skills; good attention to details; basic computer skills.