



ROCHESTER FARMERS MARKETS

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ROCHESTER, MN 55903

FARMERS MARKET SEEKING MARKET MANAGER

The Rochester Farmers Market (RFM) Association is seeking an organized, independently motivated individual for the position of Market Manager.

Qualifications

- Excellent verbal and written communication skills
- Task-oriented with great organizational, time management, and problem-solving skills
- Ability to build solid relationships with diverse groups of people and maintain a positive attitude, demeanor, and public image when performing services for customers and the general public
- Experience planning and executing promotions and events
- Knowledge of, and a passion for, local foods and agricultural products
- Ability to work in a team environment, lead, and motivate market staff and volunteers
- Excellent technological skills: e-mail, social media platforms, Microsoft Office or equivalent
- Basic accounting skills: QuickBooks or equivalent
- Ability and willingness to regularly lift up to 50 pounds

About the Job

The manager initiates, manages, supervises and implements the day to day business, policies, and general concerns of RFM as designated by the Board of Directors. Responsibilities include:

- Maintain and manage registered vendors including paperwork, resources, communication, and response to vendor needs
- Coordinate and manage staff and logistics for all markets year-round
- Maintain nonprofit finances and budget including token system and reporting
- Solicit sponsorships and apply for grants as appropriate to support our mission
- Promote the markets and manage marketing contracts
- Develop and coordinate any special programs and events offered in support of a more vibrant marketplace
- Promote and develop programming to provide community access to healthy foods

By **May 30, 2020**, please send resume and cover letter to: RFM Board of Directors,
rochfarmmkt@gmail.com or PO Box 6554, Rochester, MN 55903

Rochester Farmers Markets are organized by a nonprofit, vendor-owned association of approximately 100 small business owners who live and farm within 50 miles of Rochester, Minnesota. We strive to build a healthy community that supports sustainable agriculture and the family farm.