



Green City Market: Director of Development & Communications

Who We Are

Green City Market is building a resilient local food system rooted in farmer support, edible education, and food access for all. We uplift small and sustainable farms, teach Chicagoans where their food comes from, and ensure every community, regardless of income, can access fresh, locally grown food. Our farmers, chefs, educators, neighbors, and donors are all part of this movement. Together, we are proving that a vibrant local marketplace can nourish people, support the planet, and strengthen the regional economy.

The Role (Purpose)

The Director of Development & Communications is a senior leader who reports to the Executive Director. This role oversees the entire development team while working in close partnership with the Executive Director to guide Green City Market into its next chapter, building upon the success of our Lincoln Park and West Loop farmers markets while expanding into a year-round brick-and-mortar space.

This role leads the strategy and execution of GCM's fundraising and communications efforts, growing the organization's revenue, visibility, and community of supporters through relationship-driven philanthropy and values-centered storytelling.

Overseeing a diversified portfolio of revenue streams including large foundations and institutional grants, individual and major donors, corporate partnerships and sponsorships, event-based fundraising, and mission-aligned earned income, this leader ensures that all channels work in coordination to strengthen GCM's financial sustainability.

As a key member of GCM's leadership team, the Director partners with the Executive Director and Board to shape long-term strategy, coach and develop the Development team, and deepen a culture of philanthropy that sustains GCM's mission and future growth.

What Success Looks Like

- Events feel meaningful and motivating, not transactional
- Donors feel like partners, not just funders, whether they give \$25 or \$25,000
- GCM's story is told with authenticity, amplifying the voices of farmers, vendors, chefs, educators, and families
- Philanthropy and communications are aligned, creating a consistent narrative across all platforms and audiences
- The Development team feels supported, trusted, and guided, working collaboratively toward shared goals

How You'll Lead (Responsibilities)

Philanthropy and Fundraising

- Lead all aspects of Chef BBQ and seasonal fundraising events, ensuring they are both revenue-positive and mission-driven
- Cultivate and steward a portfolio of approximately 150 major donors and institutional supporters (\$10K+) to secure \$3M annually
- Expand community giving by activating grassroots donors, recurring givers, and peer-to-peer campaigns



- Partner with the Executive Director and Board to grow networks, host donor gatherings, and strengthen long-term investment in GCM's mission
- Support strategy development and readiness for future capital and growth campaigns

Communications and Storytelling

- Oversee GCM's messaging across digital, print, and media channels
- Ensure outreach reflects the organization's values and centers the voices of farmers, chefs, partners, and community members
- Align communications and philanthropy to tell a clear and cohesive story across platforms
- Represent GCM publicly as a spokesperson as needed
- Sit on the Development and Fundraising Board Committee

Team Coaching and Leadership

- Coach and develop the Development team, providing clear direction, structure, and opportunities for professional growth
- Collaborate with the Operations and Programs teams to ensure donor and sponsor experiences are consistent and meaningful
- Serve as an engaged member of the leadership team, contributing to organizational strategy, culture, and cross-department collaboration
- Sit on the Development and Fundraising Board Committee and attend regular Board meetings to provide fundraising updates, strategic insight, and partner with Board members in advancing GCM's development goals

Note: This list reflects the core scope of the role but is not exhaustive. As GCM continues to grow, the Director will have the opportunity to shape strategy and evolve responsibilities.

This Role Is For Someone Who

- Believes fundraising is about community building, not extraction
- Thrives on bringing people together through events, conversations, and storytelling
- Is energized by both big-picture strategy and hands-on execution
- Finds joy in collaborating with farmers, chefs, donors, staff, volunteers, and neighbors
- Cares deeply about local food systems, farmer support, edible education, and food access for all
- Leads through clarity, consistency, and coaching, helping others do their best work

Experience Required

- Minimum of 5 years of director-level experience leading development, communications, or related functions within a nonprofit organization
- Proven track record of personally securing five- and six-figure gifts from individual donors, foundations, and corporate partners
- Demonstrated success managing diversified fundraising portfolios including major gifts, annual giving, sponsorships, and events
- Experience supervising and mentoring staff or contractors, building a strong and collaborative team culture
- Experience contributing to or leading strategic planning processes and capital or growth campaigns
- Familiarity with CRM and donor management systems, as well as digital fundraising and communication tools
- Experience in food systems, agriculture, culinary, or community-based sectors is highly valued
- Bilingual or multilingual skills (for example: Russian, Polish, Spanish, Mandarin, Cantonese) are a plus but not required



Compensation & Structure

- Full-time, exempt
- Salary range: \$110,000 to \$120,000
- Paid Time Off: 20 vacation days, 10 floating holidays, 10 sick days, plus annual year-end closure
- Benefits: Medical, dental, and vision insurance; 401k with employer match; mobile stipend; professional development support
- Schedule: Primarily Monday through Friday with regular presence at GCM Saturday markets, events, and evening or weekend programs during peak fundraising season
- Reports to: Executive Director
- Direct Reports: Development Team

Equal Opportunity Statement

Green City Market is an equal opportunity employer and is committed to building a team that reflects the diversity of our community. We encourage candidates of all backgrounds, identities, and experiences to apply. We celebrate diversity and are dedicated to creating an inclusive environment where all employees feel valued, respected, and supported.

How to Apply

To apply, please email your **resume**, **cover letter**, and a **short writing sample** to hr@greencitymarket.org with the subject line **"Director of Development & Communications – [Your Name]"**.

In your cover letter, please share why you are drawn to Green City Market's mission, what you can bring to this role, and how our organization will benefit from your leadership and experience.

Timeline

- Applications received by **December 5, 2025** will be given priority consideration
- Application review: **December 8–12, 2025**
- First-round interviews: **December 15–19, 2025** and **January 5–9, 2026**
- Second-round interviews: **January 12–17, 2026**
- Final interviews: **January 19–24, 2026**
- Anticipated start date: **February 1, 2026**

Applications will be reviewed on a rolling basis, with early submissions encouraged.