



## Green City Market (GCM) seeks an Executive Director

### **Opportunity Overview**

Join Green City Market, a renowned organization at the forefront of the sustainable food movement, as we seek our next Executive Director to lead us into an exciting new chapter. As the Executive Director, you will play a pivotal role in advancing our mission to secure the future of food by deepening support for sustainable farmers, educating our community, and expanding access to locally-grown food.

As the Executive Director, you will build on Green City Market's recent successes - including increasing market attendance by 30% and doubling our annual budget over the last three years - to lead the organization into its next phase of growth. Your vision and passion for sustainable agriculture will guide our organization to new heights, ensuring that Green City Market remains a leader in the local and national food landscape.

Reporting to the Board of Directors, the Executive Director is responsible for the overall success of the organization and its growth, and as such, must be a visionary, people-centered leader with a proven track record in nonprofit leadership and management.

### **Key Responsibilities**

#### **Vision & Leadership (30%)**

- Collaborate with the Board of Directors to develop and execute a bold, forward-looking strategy that advances the mission and expands impact. Oversee the creation and execution of strategic work plans across all departments (operations, programs, and development/communications) ensuring alignment with organizational goals and priorities.
- Hire, coach, and lead director-level staff to foster a high-performing team and drive organizational excellence.
- Cultivate a positive, inclusive, and collaborative culture that values diverse backgrounds, perspectives, and contributions.

#### **External Relations & Development (50%)**

- Build positive relationships with key stakeholders, including vendors, partner organizations, government officials, donors, and volunteers, to advance Green City Market's mission and programs.
- Collaborate with the board and staff to implement fundraising strategies to meet financial goals and ensure long-term sustainability.
- Cultivate, solicit, and steward major donors and institutional partners through authentic, relationship-driven approaches that lead to transformative support.
- Strengthen community partnerships to advance food access, sustainable farming, edible education, and local food systems, positioning Green City Market as a leader in equitable, impactful solutions.
- Serve as the primary spokesperson for Green City Market, passionately communicating its mission, vision, and stakeholders' role in achieving success.
- Elevate Green City Market's public profile and sustain its reputation for delivering meaningful community impact.

#### **Program, Operational & Financial Oversight (20%)**

- Maintain fiscal oversight and responsibility for the organization's day-to-day operations.
- Collaborate with staff to develop and maintain systems and resources that facilitate the effective operations of the Market to meet organizational goals.
- Oversee the creation and execution of an annual budget that is aligned with the organization's



strategic plan.

- Oversee program evaluation efforts to ensure mission impact through data-driven analysis and strategic decision-making for continuous growth and effectiveness.

### **Required Skills and Experience**

- Leadership Experience: At least 5 years of experience in nonprofit leadership, including managing teams and working closely with a Board of Directors.
- Fundraising Expertise: Proven track record in leading fundraising efforts, including developing systems and strategies to meet financial goals.
- Financial Management: Demonstrated ability to manage nonprofit budgets, ensure financial sustainability, and oversee accounting and risk management practices.
- Strategic Planning: Experience developing and executing strategic plans, including program operations and organizational growth.
- Operational Oversight: Knowledge of day-to-day operations management, resource allocation, and systems that support organizational objectives.
- Communication Skills: Strong public speaking ability and experience in managing external communications, enhancing public visibility, and building relationships with key stakeholders.
- Cultural Competence: Commitment to diversity, equity, and inclusion, with preference for candidates familiar with sustainable food systems.
- Preferred Skills: Experience working with agricultural/farming communities (not required but desirable), and language proficiency in Spanish, Russian, Polish, or Chinese is a plus.

### **Applicant Profile**

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! All interested candidates are encouraged to apply.

[Green City Market's Core Competency Framework](#) guides our expectations for the seniority level of all roles, including the Executive Director position.

### **Culture**

At Green City Market, all of our community members must abide by our [Community Commitment](#). This agreement is one way we set expectations around our culture. We are sustainable, inclusive, connected, respectful, knowledgeable, and communicative. We encourage you to read our Community Commitment before applying to get a better understanding of how we work with one another.

### **Schedule & Work Environment**

At GCM, we seek employees who know how to balance life and work. The Executive Director role requires the ability to be flexible during the work week to ensure the ability to engage with programmatic work as well as special events as necessary. The typical work schedule is Tuesday-Saturday across a variety of settings to include in person at our summer and winter markets and our Avondale office as well as remotely. Our program operations are essential and are conducted in-person and in all weather types: rain, snow, or shine.

### **Compensation Package**

- Salary Range: \$125-140k
- Competitive benefits package including 20 paid vacation days, 10 paid floating holidays, 10 paid



- sick days and annual year-end office closure
- Medical, dental, vision insurance
- \$75/month mobile stipend
- 401k retirement plan with employer matching

### **To Apply**

Applicants should submit a résumé and submit a brief application via [this Typeform link](#). No phone calls or dropins, please. We would also like to request that applicants submit a cover letter explaining why they would be a good fit for this role and as the leader of Green City Market.

***Green City Market is an equal-opportunity employer. Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation, or any other protected status.***