



Job Opening: Executive Director, Green City Market

About Green City Market:

Founded in 1998, Green City Market (GCM) is a 501(c)3 nonprofit organization dedicated to improving the availability of a diverse range of high quality foods, connecting local producers and farmers to chefs, restaurateurs, food organizations and the public; supporting small family farms; and promoting a healthier society through education and appreciation for local, fresh, sustainably raised produce and products. Green City Market is a leading voice in Chicago's sustainable food movement, connecting passionate consumers, chefs and food influencers directly with the farmers and vendors ensuring stable and sustainable foodways for our future.

GCM achieves these goals through two main channels. First and foremost, the operation of Chicago's largest and only year-round sustainable farmer's market. A beloved Chicago institution, famed chef and sustainable food icon Alice Water's has described Green City Market as "the best sustainable market in the country". With over 60 vendors participating annually, and a thriving SNAP-matching program, GCM offers unprecedented variety and access to the midwest's bounty. During the global pandemic, GCM has found ways to continue our in-person market keeping in mind the safety of both our shoppers and our vendors, keeping these vital relationships alive. Additionally, we have launched, and plan to expand, a robust multi-vendor aggregation and delivery program providing additional revenue streams to our farmers when they need it the most and providing food to all Chicagoans in a way that matches the moment, including to those most at risk from COVID19.

In tandem with the market, GCM produces a diverse and growing portfolio of programming across three main pillars:

- 1) Supporting small family-owned farms from Illinois, Michigan, Wisconsin, and Indiana practicing sustainable agriculture that is good for the earth and good for consumers;
- 2) Expanding access to nutritious and seasonal food to as many Chicagoans as possible, and;
- 3) Educating the next generation of eaters.

About the Executive Director Position:



In 2019, Green City Market celebrated its twentieth season. Rapid changes to America's agricultural system, American's growing concern for the quality of their food, and the expansion of grocery options in Chicago means that the market today exists within a vastly different ecosystem than it did during its inception twenty years ago. The incoming Executive Director has an exciting opportunity to help set the strategy to ensure the Market's continued success for the next twenty years.

GCM's Executive Director (ED) serves as both the public face and the strategic lead for Green City Market. The ED, in partnership with the Board of Directors, is responsible for setting and achieving both the annual and long term goals and objectives of the organization. Additional responsibilities include implementing policies and deliverables to advance the market mission, and overseeing the financial, program development, human resource, fundraising, and administrative management of the organization. As the face of the Market, the ED must be able to represent the market and its mission to the media, current and prospective donors, farmers, shoppers and community, and government partners.

This position reports to the Board of Directors and directly supervises the Director of Operations and Logistics and the Director of Development.

The ED is responsible for the growth and well-being of the market, and as such, must be a strategic leader, adaptable and forward thinking, knowledgeable and passionate about the market's role as a nonprofit dedicated to serving the community and its vendors.

RESPONSIBILITIES

Oversight and leadership

- Responsible for the execution of GCM's strategic plan and goals, for hitting key performance indicators related to the growth and success of the organization and for boldly leading the organization to achieve even more through dynamic fundraising in support of our programmatic work.
- Works effectively, transparently, and collaboratively with Board of Directors and provides information and counsel to the Board and Committees in the creation of strategy, vision, policies and procedures of GCM.



- Develops and runs, in coordination with the Director of Development, the Board of Directors, and the Associate Board, a robust fundraising program aimed at generating critical revenue to achieve our mission from individual donors, corporations, funders and GCM's loyal customer base.
- Ensures and prioritizes a positive and inspiring public reputation of Green City Market and its services and programs.
- Displays a deep commitment to diversity, equity and inclusion and actively works to strengthen the diversity of the organization, its staff and its programs.

Administration and Staff Management

- Responsible for hiring senior-level staff, including hiring and firing, training, workflow, retention, and professional development.
- Leads staff in the development and implementation of strategic plans for operations, educational programs, fundraising, community relations, and communications.
- Establishes and maintains effective management practices such as regular check-ins, 90-day reviews, performance improvement plans and annual performance evaluations with direct reports.
- Oversees and executes payroll and employee benefit programs.
- Oversees efforts to ensure vendors' continued adherence to all requirements necessary to become a GCM vendor.
- Develops a collaborative, positive and professional work environment for the organization and its staff.

Fundraising and Financial Management

- Drives fundraising and philanthropic development, including oversight of grant writing, sponsorship, and development and execution of annual campaigns and events.
- Develops deep relationships with a select number of major donors and supports the Director of Development in mid-major donor stewardship activities and outreach.
- Sets annual budgets and high-level fundraising strategy and delivers year-over-year revenue growth to support GCM's mission and programs.
- Manages GCM's finances, including the creation and execution of an annual budget, making of all Quickbooks entries, tracking all revenues and expenses.



- Possesses a solid understanding of Quickbooks report functions and donor database/CRM management.
- Works with the Director of Operations to negotiate all necessary contracts affecting the market.
- Manages the annual audit and ensures accuracy of Federal 990 & state annual returns.

Community Engagement and Partnerships

- Establishes good working relationships and collaborative arrangements with critical partners including community leaders, funders, politicians, influencers, and other critical partners to achieve GCM's goals.
- Ultimately responsible for positive, lasting relationships with GCM farmers and vendors that prioritizes their long-term success at the market and fosters a culture of transparency, open communication and trust.
- Effectively and passionately communicates GCM's vision to the broader community.
- Ensures expanding visibility of the organization, market and programs through regular media engagement.

MINIMUM QUALIFICATIONS

- Bachelor's degree and experience in a relevant field.
- Minimum of five-years executive leadership experience, preferably in a nonprofit organization.
- Demonstrated fundraising ability and track-record; including ability to secure grants, steward individual donors, drive fundraising activities, and engage a Board of Directors in fundraising efforts leading to year-over-year revenue growth.
- Demonstrated ability in successful management and professional development of staff
- Passion for and commitment to building sustainable food systems.
- Demonstrated experience in financial planning/tracking/reporting including budget planning, setting and continual management & proficiency with Quickbooks and donor CRM's.
- Excellent interpersonal and communication skills.
- Effective at fostering collaboration.
- High level of personal and ethical standards.



- Computer proficiency, including Microsoft Office, Google Docs, Quickbooks, Zoom and more.

COMPENSATION

This is a full-time, exempt position. The position includes the supervision of key GCM staff and is responsible for year-over-year growth of the organization and revenue. The compensation package includes a competitive salary, workers compensation coverage, earned sick leave, and paid vacation and holidays. This position requires regular Saturday and periodic evening work.

To Apply: Applicants should submit a résumé and cover letter as a single PDF document to ExecSearch@greencitymarket.org, with "Executive Director" in the subject line. No phone calls or drop-ins, please.

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.