



Director of Operations Job Description

About Green City Market

Green City Market (GCM) is a 501c(3) nonprofit organization working to build a more resilient local food system through farmer support, edible education, and food access. Since 1999, GCM has connected Midwest farmers, producers, chefs, and communities through producer-only farmers markets, educational programming, and community partnerships across Chicago.

As the organization continues to grow, including the development of its permanent North Center home, we are seeking a strategic and collaborative leader to strengthen our operational infrastructure and organizational systems.

Position Summary

The Director of Operations is a key member of Green City Market's leadership team and serves as a strategic partner to the Executive Director.

This role oversees organizational operations, financial management, planning, systems, compliance, and cross-departmental coordination. The Director helps ensure staff, budgets, projects, and resources remain aligned with organizational priorities while building the systems and structures needed to support long-term growth.

The ideal candidate is a strong systems thinker who enjoys improving processes, managing complexity, and helping mission-driven organizations operate effectively.

Key Responsibilities

Operations & Infrastructure

- Partner with the Executive Director on organizational planning and implementation.
- Develop and improve organizational systems, workflows, policies, and processes.
- Lead cross-functional planning and strengthen accountability across teams.
- Oversee contracts, vendors, insurance, permits, licenses, compliance, and risk management.
- Serve as a liaison with government agencies, inspectors, and external partners.
- Support planning and operational readiness for Green City Market's permanent home and future facility operations.

Financial Management

- Support organizational budgeting, forecasting, and financial planning.
- Monitor financial performance and cash flow.
- Coordinate external accounting, payroll, audit, HR, and insurance partners.
- Support grant compliance and financial reporting.
- Prepare reports and analysis for leadership and the Board.

Board & Committee Support

- Serve as staff liaison to the Finance Committee.
- Partner closely with the Board Treasurer and Executive Director on financial planning.
- Attend Finance Committee meetings and prepare supporting materials.
- Support long-range financial and organizational planning efforts.

Team Leadership

- Supervise and support the Operations Manager.
- Strengthen organizational planning, communication, and project management.
- Support staff onboarding, training, and organizational knowledge management.
- Foster a collaborative, accountable, and solutions-oriented culture.

Qualifications

- 7+ years of experience in operations, nonprofit management, finance, administration, project management, or related leadership roles.
- Experience managing organizational budgets and financial reporting.
- Strong project management and organizational skills.
- Experience building systems, processes, and operational infrastructure.
- Experience supervising staff and leading cross-functional initiatives.
- Strong communication, problem-solving, and relationship-building skills.
- Commitment to Green City Market's mission and values.

Preferred Qualifications

- Experience in a nonprofit organization.
- Experience working with boards, finance committees, and external service providers.
- Familiarity with food systems, farmers markets, agriculture, or community-based organizations.
- Experience supporting organizational growth, facility projects, or capital planning.

Compensation & Benefits

- Salary: \$90,000–\$100,000
- Full-time, exempt

- Hybrid work environment based in Chicago
- Medical, dental, and vision insurance
- 401(k) with employer match
- Monthly mobile stipend
- Professional development support
- 20 days of vacation annually
- 10 floating holidays
- 10 sick days
- Seasonal office closures

Schedule

This position is primarily Monday through Friday with occasional evenings, weekends, and attendance at markets, events, and board meetings throughout the year.

Reports To: Executive Director

Direct Reports: Operations Manager

Equal Opportunity Employer

Green City Market is committed to building a diverse and inclusive workplace and encourages candidates of all backgrounds and experiences to apply.

Employment Disclaimer

This job description is intended to describe the general nature of the role and does not constitute an employment contract. Responsibilities may evolve as organizational needs change.

How to Apply

Please submit a resume and brief cover letter outlining your interest in the position and relevant experience via our application portal:

Hiring Timeline

- Applications Priority Deadline: June 23, 2026
- First-Round Interviews: June 29 – July 11, 2026
- Anticipated Start Date: August 3, 2026

Applications will be reviewed on a rolling basis until the position is filled. We encourage interested candidates to apply early for priority consideration.

