



**Program Manager
Full-Time Position
Mill City Farmers Market**

Organizational Background

Mill City Farmers Market (MCFM) is a non-profit farmers market and Minneapolis' trusted source for local and sustainable groceries, combining a vibrant marketplace with nourishing community connection. Established in 2006, MCFM is a national flagship market open year-round that works to build solidarity between food producers and eaters through education, food access initiatives, and direct support for local farmers and producers. MCFM operates weekly outdoor markets from May through October, along with bi-weekly indoor Winter Markets from November to April, that support more than 100 local farmers, food makers and artists in total and welcome over 165,000 customers annually.

Position Summary

MCFM is seeking a Program Manager to manage its portfolio of interconnected programs, including community education, food access initiatives and grantmaking for small, sustainable farms and local food producers. This position reports directly to the Senior Manager of Programs and Operations and supports on-site programming as well as vendor and market management. The Program Manager plays a critical role in advancing the mission of MCFM by maintaining a vibrant community gathering place where vendors prosper and by building and maintaining positive relationships with vendors, shoppers, program, and grantee partners.

Key Responsibilities

Program Management (45%)

- Work closely with community partners and MCFM staff to design, coordinate, supervise, assess, and promote MCFM's programs: Next Stage Grants, Zero Waste, Mill City Cooks live chef demos, Power of Produce, Market Yoga, Bike Benefits, Greens for Good Gleaning, MCFM Bucks and SNAP Matching
- Lead the Next Stage Grant Program's annual cycle through grant outreach, coordination of a review committee and scheduling, application guidance and troubleshooting, management of decision making process and collection of results.
- Create annual programming budgets with the Sr. Operations and Program manager and monitor expenses in collaboration with the team.
- Manage program equipment and supplies, fixing, ordering, and inventorying as necessary.
- Coordinate weekly EBT program, including vendor token repayment and data management.
- Recruit and manage volunteers for Mill City Cooks and other MCFM programs.

- Assist with Annual Fundraiser Benefit in September as needed, including tasks related to event operations and logistics, staff management and volunteer coordination.

Market Operations & Vendor Support (40%)

- Co-manage on-site operations of MCFM's year-round farmers market including coordination of 70+ on site vendors, 5-8K average weekly visitors, market staff, equipment set up and tear down.
- Assist Sr. Manager with annual vendor application and review process. Draft vendor acceptance and rejection letters. Coordinate documentation of vendor licensing, insurance and other required documents.
- Assist Sr. Manager in hiring, training, and supervising part-time Market Day Staff and volunteers.
- Execute market prep list, including document prep, staff schedule of tasks, vendor booth cones, device charging, cashbox and equipment prep, and programming supplies.
- Assist in managing market equipment and supplies; fixing, ordering, and inventorying as necessary.
- Reinforce MCFM vendor policies, procedures, and rules along with city, state, and federal regulations.
- Implement Emergency Action Plan protocols.
- Troubleshoot unexpected issues on site and in the office.

Program Evaluation and Strategy (10%)

- Coordinate and manage evaluation activities for programs across the organization.
- Track and maintain program data and assist with collection and sharing of program results.
- Contribute to written reports, data collection and support grant writing when applicable.
- Participate in weekly market recaps and organizational annual planning by making recommendations to incrementally improve market programs and events based on organizational priorities, vendor and customer feedback, staff capacity, available resources and mission fit.
- Research and network with other market events, activities, programs , etc. and legislation around farmers markets to continue to improve MCFM and the farmers market community in Minnesota.
- Participate in annual market plan and strategy including, but not limited to: education, community outreach and organizational partnerships.

Bookkeeping and Office Management (5%)

- Balance weekly market cashbox, including accounting for income and expenses and filling the cash box with necessary funds.
- Organize, record and deposit vendor payments and other income.
- Manage market supplies and token inventory and assist with inventory for merchandise.
- Manage phone calls, emails, and other direct communication with vendors and program partners.
- Maintain efficient office practices and organized record keeping.

A successful applicant will have:

- Knowledge in food systems, sustainable agriculture, growing, environmental justice,, culinary arts or related field
- Interest in a deeper understanding about local food and agriculture and food systems change

- Experience in either managing farmers markets, event planning and management, program management, and/or community education
- Leadership experience with teams, events and/or programs
- Experience working with and supporting farmers, preferably with a focus on emerging farmers
- Keen attention to detail for project execution and system improvement
- A commitment to power-shifting solidarity and making MCFM, the Market and its programs more inclusive and accessible for all people, especially those historically marginalized and those under-recognized in the local food and sustainable farming movement.
- Demonstrated ability to problem solve and make judgements independently
- Demonstrated ability to listen to program partners with empathy and implement feedback
- Excellent organizational and time management skills
- Sound judgment, integrity, and the ability to exercise discretion with sensitive information
- Technology proficiencies (MCFM uses Google Suite, Microsoft Office, Dropbox, Quickbooks Online, Manage My Market, and other systems to manage operations)

Applicant Profile:

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless 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! Candidates who possess a familiarity with issues related to small- to mid-sized sustainable farmers and farmers markets are preferred. We strongly encourage all interested candidates to apply.

Work Environment

This position is mostly in an indoor office setting or remote during the week, but involves managing the Saturday farmers market 2-3 times a month. Managing the market is a physical, public-facing job, requiring an ability to lift equipment weighing up to 50 lbs., 10-hour work days standing and walking on concrete in a fast-paced environment. Working conditions include wind, rain, heat, wildfire smoke, and freezing temperatures: appropriate safety measures are taken for every working condition.

Compensation

For 2026, our manager salary is benchmarked starting at \$56,000 with opportunities for growth annually based on performance, experience, and cost of living. MCFM has a competitive benefits package that includes health insurance (HRA), dental insurance, 401K with 3% employer match, starting 15 paid days off and 16 paid holidays. MCFM benchmarks compensation with the MN Council of Nonprofit's annual salary and benefits survey.

Hours

Must be available to work on-site 14-16 Saturdays May-October (5am-3pm) and 6-7 Saturdays from November-April (6am-3pm). Remote work available, if desired, 2-3 days a week. Typically our schedule is Tuesday-Saturdays on weeks when managing the market. On off weeks when not managing the market, work days can be Monday-Friday if desired.

How to apply:

To apply for this position, please send a resume and cover letter as a single PDF to Ella Daniels at ella@millcityfarmersmarket.org with "YOUR NAME - Program Manager Application" in the subject line. In your cover letter, please describe your involvement in the local food system, your program and event management experience, and data management experience.

Anticipated Hiring Process: The hiring process will include a brief application and two rounds of interviews. First round interviews are typically conducted via Zoom. We're looking to fill the position as soon as possible, and will review applications on a rolling basis, starting interviews via Zoom on or after Feb 18. The anticipated start date of the position is late March, early April.

Mill City Farmers Market is an equal opportunity employer.

Mill City Farmers Market is committed to the principles of equal employment opportunity and to compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, MCFM ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.