



Pike Place Market Preservation & Development Authority (PDA)

info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646

PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

POSITION TITLE: Farm Program Manager

REVISED: August 2024

GRADE: (E)

FLSA STATUS: Exempt

REPORTS TO: Director of Marketing and Programs

POSITION SUMMARY:

The Pike Place Market is looking for a dynamic, self-motivated individual to help meet its goals of promoting and protecting local farms, cultivating a loyal customer base and ensuring that people of all income levels have access to healthy, local food. In this way, the Farm Program Manager will not only oversee the operation and growth of the Farm Program, CSA PIKE BOX program but will also assist in the permitting of new and returning farmers, conduct periodic farm visits and ensure that all farm products and programs comply with the Market's "Meet the Producer" tradition. This position is responsible for marketing and promoting the Pike Place Market farmers' market, making it a successful sales venue for farmers and increasing the Market's customer base for farm-fresh produce. Lastly, the position will work as a Marketmaster within the PDA Daystall Department and develop marketing materials, conduct research and engage in outreach to various stakeholders.

ESSENTIAL FUNCTIONS:

- Work cross-departmentally to promote and support the Pike Place Market farmers' market by developing and implementing programs, policies, promotions and opportunities that expand the farmers' market presence and market share.
- Enhance existing farm programs, promotions, marketing and events through operational, marketing and other support.
- Take a leadership role in the day-to-day activities of Farm Season
- Develop relationships with and represent PPM farmers' market to farm, food and agriculture organizations; other farmers' markets; government agencies; local business; and other organizations as needed with an enhanced focus on sustainable, and local agriculture. Candidates should be familiar with these movements on a local/statewide basis.
- Think creatively and have the ability to introduce new ideas and practices to the PPM farm program.
- Maintain close communication with Market farmers through daily inspection of products, periodic surveys, farm visits, and other communications.
- Recruit and support Market farmers, oversee permit applications for all new and returning farmers, maintain the PDA Farm Program database, orient qualified farmers to existing farm programs, and provide technical assistance to farmers where needed.
- Enforce PDA rules and regulations through inspections of new Market farmers and periodic re-inspections of current farmers to ensure compliance.
- Develop and monitor Farm Program budget and report budget activity to managers as required.
- Oversee the Farm Program staff and maintain productivity benchmarks accordingly in conjunction with department goals.

MINIMUM REQUIREMENTS:

- Four-year college degree with emphasis in farm/agriculture, marketing or related field. Equivalent years of experience also apply.
- Experience in urban farmers market set up and planning is preferred.
- Ability to prepare, implement, and monitor a departmental budget.
- Strategic thinker with good judgment and solid problem-solving/execution skills.
- Self-starting/Self-directed team player with the ability to work in a fast-paced environment with multiple deadlines. Some cold calling for recruitment purposes is required.
- Strong leadership, communication and customer service skills, and the ability to work with and among diverse people.
- Valid WSDL.
- Proficient computer skills; knowledge of Microsoft Outlook, Excel, and Word

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Must be ambulatory, able to walk 8 hrs, lift and carry up to 50lbs and operate a 2-way radio.
- Some travel required including periodic drives to Eastern WA for farm inspections.
- Work schedules may vary and may require weekend/evening work or working outdoors.

COMPENSATION:

Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

- Min \$72,725 Mid \$86,361 Max \$99,997

APPLICATION PROCEDURE:

Submit resume, and Cover letter in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, and Seattle, WA 98101. You can also submit your resume via indeed.com. and pikeplacemarket.org. The position will be open until filled.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.