



Position Title: Chief Operating Officer/Deputy Director  
Classification: Full time, salaried  
Reports to: Executive Director

**About:**

Texas Farmers' Markets is a non-profit organization established in 2010 that helps to support a local food system through the operation of our two year-round, weekly farmers markets: Saturdays at Lakeline Mall and Sundays at the Branch Park Pavilion in Mueller. Our markets are some of the most popular and successful in the state of Texas. We provide a vibrant marketplace for over 120 local farmers, ranchers, food producers and artisans to share their products with thousands of central Texans each week. Our markets also provide a lively community space for friends, family and neighbors to gather around local produce, tasty prepared foods, live music and activities for the whole family.

**General Description:**

Performs highly advanced (senior-level) managerial work for a mission driven non-profit running two busy farmers' markets. Work involves strategic planning, business administration, and working closely with the Executive Director on the day-to-day operations of the organization. Supervises the work of others including staff at the management and administrative level. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**To Apply:**

Please submit your resume and cover letter, along with three work references, to [ed@texasfarmersmarket.org](mailto:ed@texasfarmersmarket.org) with the subject line Chief Operating Officer.

**Duties:**

- Helps direct the day-to-day operations of the organization, which includes financial and budget activities, reporting, and other operational or programmatic activities.
- Along with the Executive Director, helps forecast and direct the operations budget paying close attention to spending throughout the year and adjusting accordingly.
- Works with bookkeeper to ensure vendors are invoiced properly and all food access payments are made correctly and timely.
- Maintains thorough records of market's operational activities, along with director of operations and operations manager.
- Maintains relationships with site management teams at each market location.
- Files and maintains all proper organizational permitting and ensures the markets are operating in a safe and effective manner.

- Consistently reviews and adjusts business operations to ensure the organization is running efficiently and meeting goals.
- Supports the Executive Director in special projects.
- Maintains a regular presence at both markets and works hard to form strong relationships with vendors, customers, partners and sponsors.
- Drives at-market sponsorship fundraising, with a yearly target fundraising goal, through direct outreach to local and national businesses, community groups, and other non-profit organizations.
- Along with the Director of Operations, helps manage the new vendor application and onboarding process including monitoring communications with potential vendors.
- Helps mediate vendor and stakeholder conflicts and ensure that TFM's grievance policy is followed, escalating to Executive Director and TFM board as needed.
- Update and maintain TFM's Market Rules with input from the Executive Director and TFM Board as appropriate.
- Other duties as assigned.

**Deputy Director Qualifications:**

- Knowledge of non-profit organization practices and procedures.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Direct experience with fundraising and comfort with cold calling potential donors.
- Ability to comfortably and effectively lead, manage, and supervise others performing delegated tasks.
- Impeccable organization and attention to detail.
- Ability to create and maintain useful organizational systems and policies.
- Knowledge of basic accounting practices and budgeting tools such as Quickbooks Online and Excel.
- Ability to determine work priorities and multi-task in a self-managed environment.
- Experience with cloud-based applications, software, and related applications and systems.
- Ability to follow complex instructions.
- Ability to maintain composure during stressful situations occurring as a result of workloads, vendor situations and/or deadlines.

**Education/Experience:**

- Bachelor's Degree or higher preferred
- 5+ years work experience in managing a complex work environment, preferably in a nonprofit organization or farmers' market/agricultural environment, with a demonstrated increase in responsibilities over time
- 3+ years of people management experience

**Working Conditions:**

- This job operates primarily out of a home office, and includes attendance at markets most weekends.

- This role requires access to a personal computer and cell phone that can be used for work purposes.
- There may be stressful conditions involving workloads and competing deadlines.
- There may be a need for occasional hours beyond the regular workday.

**Compensation and benefits:**

- \$70-75,000 depending on experience
- Generous vacation and PTO
- Choice of employer sponsored health insurance plans with 50% of monthly premiums covered
- Monthly cell phone stipend