Findlay Market
Market Manager
Position Description

Overview of Market Manager

The Market Manager will be responsible for the management of full-time and part-time vendors. The Market Manager will serve as the liaison between business owners and CFFM to provide ongoing vendor support and ensure adherence to rules and regulations.

The Market Manager will be responsible for projects at Findlay Market that support an environment for independent businesses to succeed. The Market Manager will develop and implement a retail plan for the market district to ensure that Findlay Market is serving a diverse population.

The Market Manager will report to the President & CEO and manage the Outdoor Market and Sustainability Manager, the Education Associate and Biergarten Associates.

Market Manager Role Description

General Description:
The Market Manager’s success will be measured in part by the following goals:

- Objective 1: CFFM will provide an environment for independent food-related businesses to start, grow and scale.
- Objective 3: CFFM will preserve and expand the connection with the OTR neighborhood, the Cincinnati community, and its shoppers.
- Objective 4: CFFM will care for and protect the historic market house and its surrounding property.

The Market Manager will have the following detailed responsibilities:

Vendor Management

- Full-time Merchants
  - Serve as a one on one liaison between merchants/business owners and CFFM to ensure transparent and clear communication
  - Be the primary point of contact for individual merchants and respond to questions and concerns
  - Schedule and lead monthly merchant meetings
  - Oversee merchant committees
  - Ensure that the market operates in compliance with health regulations, state law and federal law
  - Enforce and manage market rules and regulations
  - Ensure attendance is taken and distribute violations
Track and organize market data, including: shopper traffic information, SNAP data
- Coordinate with the Food Innovation team on opportunities for individual merchant growth and external sales opportunities
- Work with the Communication team on special events, promotions and programming
- Work with the CFFM Operations team on merchants’ facility repair and maintenance needs

Outdoor Market
- Manage Outdoor Market and Sustainability Manager, Education Associate and Biergarten Associates
- Oversee seasonal vendor recruitment plan and annual rules and regulations updates
- Coordinate with Findlay Kitchen Incubator Manager on member support programs
- Create strategy for Education Center goals
- Work with Outdoor Market and Sustainability Manager on execution of Findlay Market Biergarten

Project Management
- Identify new projects that may result in additional revenue for the market
- Capital Projects
  - Project Coordination - Own and provide oversight to projects from planning through implementation, including bid process, selection of vendors and coordination of Findlay Market staff and 3rd party contractors to implement planned capital improvement projects. Provides initial approval and final signoff on bids and payment for all planned capital projects.
  - Identify the key capital needs of the market and create a long-term plan, including estimation and execution of projects
  - Work with the Director of Finance and Operations, and Development Manager to establish funding sources to meet market’s capital needs
  - Manage the coordination of resources and emergency funds to support critical and unplanned needs of the market.
- Public Spaces
  - Responsible for ensuring that the public spaces at the market are best utilized to support business for market merchants, including but not limited to indoor and outdoor seating and Farmers Market Shed
  - Work with the Communication team on programming and activation of public spaces (ex: Race Street Esplanade)

Retail Plan
- Develop and implement a retail plan for the market district to ensure that Findlay Market is serving a diverse population
- Establish a recruitment plan for full-time and part-time businesses at Findlay Market
- Work with local developers on curation of businesses in the Findlay Market District
- Manage RFP process for available spaces at the market
- Oversee the orientation and onboarding of new market vendors
• Oversee the execution of planned projects for merchant modifications to stalls, including move ins/outs and upgrades

**Values, Skills, Knowledge and Abilities**

• Proven strong leadership skills, including able to motivate people and establish a positive working culture
• Must be able to build, maintain and repair relationships with Findlay Market stakeholders
• Experience with budgeting and knowledge of accounting principles
• Understanding of research methods and ability to evaluate data
• Demonstrated ability to work in a proactively diverse and inclusive organization
• Excellent written, interpersonal, verbal and written communication skills
• Effective problem solving and mediation skills
• Demonstrated ability to multitask and work in a face-paced environment
• Proven ability to cope with conflict, stress and crisis situations
• Proficient in project management software tools
• Must be able to work some non-traditional hours, including evenings and weekends

**Benefits**

• This is a year-round, salaried position with benefits
• Salary range: $35,000-$55,000 (depending on experience)

**Application Information**

• Submit a cover letter and resume to info@findlaymarket.org
• Deadline: March 9, 2020

The Corporation for Findlay Market is an equal opportunity employer.