



## Executive Director Position Description

### **About Third Place Commons:**

Friends of Third Place Commons, known as Third Place Commons, is a community-supported 501(c)3 nonprofit organization dedicated to fostering real community in real space by hosting hundreds of free events each year and presenting the Lake Forest Park Farmers Market from May to October. Read more at [ThirdPlaceCommons.org](http://ThirdPlaceCommons.org).

**The Executive Director** reports to the Board of Directors and is responsible for the overall health of the organization, working with the Board of Directors to employ short- and long-term strategies that will strengthen and position the organization for the future.

Specifically, this position will manage and host events taking place in the Commons and on the Commons stage and will oversee the coordination and implementation of the annual Lake Forest Park Farmers Market. The Executive Director must have strong operational, budgetary, and management skills, but also must be skilled in community engagement and be able to successfully build strategic and collaborative partnerships with area organizations, businesses, and city agencies. In addition to management of day-to-day operations and programs, the Executive Director will create community-focused marketing and outreach, conduct fundraising, oversee donor management, and engage regularly with the public.

### ***Responsibilities include:***

#### Community engagement, development, and outreach:

- Distribute all communications content.
- Drive fundraising efforts in conjunction with board members.
- Explore additional revenue streams.
- Create content and design marketing collateral for TPC website, direct mailing, social media, and news publications.
- Maintain Third Place Commons website.
- Manage and track donor database for connections, growth, and giving.
- Lead donor stewardship through acknowledgement letters and other personal outreach.
- Lead, plan, and implement community bookings of the Commons.
- Foster key partnerships with city agencies and local community groups.
- Act as liaison with Town Center managers, add value to mall customer growth, and host merchant meetings.

#### Financial management, operations and administrative:

- Provide fiscal management of all revenue and expenses with monthly reporting, quarterly filings, and funding and grant requests.
- Document banking reports, process expenses and monthly timesheets, and notify bookkeeper of all necessary payments through bookkeeping portal.
- Oversee the quarterly and annual filings by accountant.
- Create annual operating budget.
- Hire, train, and manage all staff and contract workers.
- Oversee daily operations including all events and Farmers Market.

#### Program Management:

- Engage the community to host events at Third Place Commons; oversee all bookings of the community meeting room.
- Oversee the booking and payments of Weekend Music and other programs.
- Coordinate and manage 1-3 annual crafts fairs, including vendor outreach and selection.
- Lead planning and implementation of key partnership events (e.g. LFP City Council Candidate Forum, Halloween at the Commons).
- Serve on LFP Secret Garden Tour committee and manage social media and website updates, produce posters, day-of maps, sponsorship banners and graphics for the annual Garden Tour.

#### Farmers Market:

- Hire and manage contract market staff to implement successful LFP Farmers Market (May through October).
- Oversee all preparations, including submitting necessary permits and renewing policies, leases, and contracts.
- Regularly staff (approx. every other week) farmers market booth to process SNAP and SNAP Market Match transactions, answer questions, etc.
- Oversee the weekly processing of vendor reimbursement distributions, market fee deposits, and ensure accurate processing of market currency (SNAP, SNAP Market Match and Market Bucks).
- Attends all required trainings and ensures market maintains compliance with all state and federal rules for SNAP/EBT, SNAP Market Match, and FMNP programs.
- Manage all aspects of the Market Bucks program, empowering those with food insecurity to purchase fresh and healthy food at the LFP Farmers Market.
- Attend monthly market manager meetings and invoice monthly WA State Dept. of Health reimbursements.

**Position Classification & Schedule:** This is a full-time, salaried, overtime-exempt position. Work schedule is flexible and fluctuates depending on meetings, events, and farmers market schedule. Some weekends and evenings required.

**Salary & Benefits:** \$72,000-\$77,000 based on experience with up to \$500 per month for health benefits, along with three weeks of vacation plus 9 holidays, 2 personal days, and sick leave.

**Required:**

- Demonstrated experience with nonprofit leadership or administration.
- Demonstrated experience with event planning, fundraising and individual giving.
- Customer service orientation with strong community engagement skills and experience.
- Strong communication skills, both written and orally.
- Familiarity with social media platforms and ability to create content and graphics across platforms.
- Proven ability to prioritize and manage numerous complex administrative functions.
- Ability to stand for long periods of time, walk, bend, carry and tolerate variable outdoor temperatures and climates for extended periods of time.
- Ability to regularly lift 25lbs. and occasionally lift and/or drag objects weighing approx. 50-75 lbs.
- Reliable access to independent transportation for occasional offsite errands and events.

**Desired:**

- Technology skills, including MS Office Suite, web-based calendars, and social media; familiarity with WordPress and email marketing tools a plus.
- Experience with farmers markets and/or the local food movement.
- Experience mixing and setting up sound, lights, and projection for a variety of events, including live concerts, public presentations, and dance recitals.

**To Apply:** Submit **cover letter, resume, and three professional references** (in pdf or Word) via email to [jobs@thirdplacecommons.org](mailto:jobs@thirdplacecommons.org). No phone calls, please.

**Application Deadline:** Position will remain open until filled; however, priority consideration will be given to applications received by **Monday, April 22, 2024**.

**We value diversity.** It is the policy of Third Place Commons not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We strongly encourage applications from members of underrepresented groups for all open positions.