



Job Description

Job Title:	General Manager & Foundation Director	Reports To:	Board of Directors
Status:	Full time, Exempt	Location:	Wenatchee, WA

EDUCATION/LICENSING REQUIREMENTS:

- BA/BS degree in general business, marketing, communications (or related fields).

EXPERIENCE REQUIREMENTS:

- Five (5) or more years of retail and consumer-facing business experience.
- Five (5) or more years of management experience at the executive level.
- Contracts and negotiation experience.

POSITION OVERVIEW:

The General Manager & Foundation Director is the leader of Pybus Public Market and the Pybus Market Charitable Foundation. In this dual capacity, the position implements policies set by the Board of Directors, collaborates with the Board of Directors to achieve goals and objectives, and creates a work culture supportive of organizational integrity, leadership, and cooperation. This position reports to the Board of Directors and directly supervises the staff.

KEY INTERFACES:

- Board of Directors
- Staff, tenants, and customers
- Public entities such as the City of Wenatchee, Chelan Douglas Regional Port Authority, Wenatchee Downtown Association, Wenatchee Valley Chamber of Commerce, etc.

DUTIES AND RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Manages organizational finances, including budgeting and accounting.
- Oversees tenant relations and development.
- Supervises facilities, grounds maintenance, and event operations.
- Oversees public and private marketing strategy and event planning.
- Recruits artisan vendors and liaisons with the Wenatchee Valley Farmer’s Market.
- Manages fundraising and donor development activities.
- Coordinates all activities associated with board meetings, including staffing, schedules, materials, locations, and agenda development.
- Manages hiring, training, workflow, retention, performance appraisals, and professional development of staff.
- Acts as the principal spokesperson, negotiator, liaison, and advocate for Pybus.
- Negotiates contracts and leases and supervises construction as necessary.
- Ability to work flexible work hours, including weekends.

ESSENTIAL SKILLS/EXPERIENCE:

- Demonstrated leadership in the development and implementation of a strategic plan.
- Demonstrated experience in financial planning/reporting and budgetary oversight.
- Demonstrated ability to secure grants, steward individual donors, drive fundraising activities, and engage board members in fundraising efforts.
- Excellent interpersonal and communication skills, including the proven ability to foster collaboration and effectively manage others.
- Strong customer service orientation.

PHYSICAL DEMANDS:

- Ability to lift up to 50lbs.
- Ability to stand, walk, and move across irregular surfaces for extended period of time.
- Ability to sit, operate a computer, and use the telephone for extended periods of time.

WORKING CONDITIONS:

- Indoors (climate controlled) and outdoors in variable weather conditions.
- Fast paced and open office environment.

LIMITATIONS AND DISCLAIMER:

This job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities, and required skills for the position. Employees must follow job-related instructions and perform other duties requested by their supervisor in compliance with federal and state laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities necessary to proficiently perform each duty. This is an at-will position that may be terminated without cause at any time.

APPROVALS:

PPM/PF President

Date

ACKNOWLEDGMENT

This job description has been reviewed with me. I understand my duties and responsibilities. I also understand that it is not intended as an exhaustive list of all duties, responsibilities, and required skills for the position, and that my duties and responsibilities may change or differ from those described herein in order to meet the needs of the organization.

General Manager & Foundation Director

Date