



California Center for Cooperative Development  
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## **COOPERATIVE DEVELOPMENT SPECIALIST —JOB DESCRIPTION**

Full Time Exempt with Benefits  
Location: Davis, CA

California Center for Cooperative Development (CCCD) is accepting applications for a full time, salaried, and exempt position “**Cooperative Development Specialist**”. The Specialist will work from CCCD’s Davis office with travel to locations of our projects throughout California.

**Our Work:** CCCD is a 501c3 non-profit organization providing technical assistance and training to cooperative organizing groups and existing cooperatives in sectors including agriculture, retail grocery, housing, child care, and worker cooperatives. Services include educating organizers, founders, and members about the cooperative organizational model, it’s legal and financial aspects, and about the development process. We lead feasibility assessments, business plans, and work with many partners to provide a network of support services, including food safety and organic certification. We are also growing our services to include support for existing business owners in converting to worker or user-owned cooperatives.

CCCD also holds 2 major annual conferences: the California Cooperatives & Communities Conference and Agricultural Cooperatives Directors and Executives Leadership Training.

### **Summary:**

The **Cooperative Development Specialist** will support projects involving people who are interested in starting cooperatively owned businesses within the food system, including marketing fresh and value-added fruits and vegetables, retail grocery stores, and farms operated as worker cooperatives. The specialist will also provide ancillary education related to general farm production and marketing, and business planning. Many of our project partners include groups who speak English as a second language. The agriculture projects include those based on fruit, vegetables, grain, and processed food producers in separate projects and includes working with local technical assistance provider partners for each project. This position allows for the Specialist to grow into work within other sectors, including housing and non-rural service oriented worker cooperatives.

### **PRIMARY RESPONSIBILITIES:**

As a Cooperative Development Specialist, you’ll be:

- Talking to farmer who produce many different crops, ranchers, and small business owners in the food supply chain about strategies for improving their businesses through cooperation
- Completing market research and feasibility studies, including conducting producer surveys, interviews with key informants, and building financial pro formas
- Assessing the readiness of organizers and helping them get to the next level
- Developing relationships with partners with specific expertise in different areas to help our clients make strategic decisions
- Developing presentations and written materials for trainings
- Organizing and marketing conferences
- Evaluating current and potential projects and preparing progress reports for funders

## REQUIREMENTS

- 5 years of combined experience working in agriculture, fresh fruit/veg distribution, or retail food sectors
- At least one experience starting an organization (non-profit, for-profit, or cooperative organization)
- Experience conducting research including designing written surveys, conducting interviews, and analyzing data
- Strong communication and presentation skills
- High degree of competency using Excel, Powerpoint, and Word
- Self-motivated, highly organized team player
- An entrepreneurial and collaborative spirit
- Ability to travel statewide an average 2-3 times per month; occasional national travel
- BA or MS in Ag Econ, Managerial Economics, Community Development, or other field related to food or agriculture.

## PREFERRED EXPERIENCE:

- Experience running a small business or starting another type of organization preferably related to agriculture or food
- Service on the board of an organization (cooperative, non-profit, or for-profit)
- Conference and event planning experience
- Understands cooperative business principles: housing, worker, childcare, or others
- Experience in grant writing and reporting
- Familiar with different methods of meeting facilitation and decision-making processes
- Familiar with Organic, GAP/GHP/GMP standards and certification schemes
- Speaking and writing in a second language, especially Spanish or Korean
- Basic graphic design skills

**Hours:** This is full time, exempt position includes regular travel statewide and occasional nationwide travel.

**Salary:** \$50,000-\$60,000 yearly, depending on experience, paid vacation and sick leave increasing yearly, and health plan benefits. This position is dependent on yearly funding.

## Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires travel from a minimum 2 days per month up to 8 days per month using automobile and airline travel, including overnight visits. Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (5 or more hours per day). While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, or kneel. The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Application Process:** Deadline: open 5/16 until filled. Applicants must submit a completed application (application form, full resume, brief cover letter, and three references by email to CCCD at [coops@cccd.coop](mailto:coops@cccd.coop) (subject line: "Cooperative Development Specialist Position"), or mailed to: CCCD; 979 F St. Suite A-1; Davis, CA 95616.