



California Center for Cooperative Development
979 F St, Suite A-1, Davis, CA 95616
T: (530) 297-1032 F: (530) 297-1033
Email: coops@cccd.coop Web: www.cccd.coop

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 Agriculture and Food Cooperative Development Specialist. The Specialist will work from CCCD's Davis office and locations of our projects field. CCCD has cooperative development projects throughout California and some in neighboring states.

About CCCD: We are a 501c3 non-profit that provides public education, and development, technical assistance, and training to cooperative organizing groups and existing cooperatives, including agriculture, retail grocery, housing, childcare, worker, and other cooperative sectors. Services include educating organizers, founders, and members about the cooperative business model, its legal and financial aspects, and about the development process. We help create and strengthen cooperatives with many partners to provide a network of support services. 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.

Job Description: The position will support the food and agricultural co-op development program and focus on sustaining projects focused on providing technical assistance and education to cooperatives, organizing groups, and independent business owners looking to convert their businesses to cooperative ownership. Technical assistance and education include topics in governance, finance, marketing, business formation, business planning, and regulatory compliance. Current agricultural projects include those with fruit, vegetable, meat, and processed food producers and includes working with other local technical assistance provider partners for each project. Many of our projects involve speakers with English as a second language.

The ideal candidate has the ability to listen and understand needs of clients, empathize and engage with diverse communities, particularly those that have been historically disenfranchised. Candidate also can identify tools and responses to client needs while also developing solutions and resources if they don't already exist. The candidate should be flexible and open to a growing organization and the shifting landscape of agriculture.

PRIMARY RESPONSIBILITIES:

Program support and development including:

- Evaluating potential projects and developing fee for service contracts and grant proposals to support the work of CCCD
- Completing market research and feasibility studies, including conducting producer surveys, interviews with key informants, and building financial proformas
- Providing technical assistance in the development and support of agriculture and food co-ops
- Preparing and monitoring project budgets, timelines, and workplans for grant and other funding sources, and developing training materials (presentations and written materials)
- Evaluating current projects and preparing progress reports for funders
- Planning, marketing, and hosting ag and food co-op-focused trainings

CCCD is an Equal Opportunity Employer

- Responding to general inquiries that CCCD receives regarding ag and food cooperatives

REQUIREMENTS:

- 3 years of combined experience working in agriculture, fresh fruit/veg distribution, or retail food sectors
- Experience/knowledge with farming or agriculture production
- Experience conducting research including designing written surveys, conducting interviews, and analyzing data
- Strong communication, facilitation, and presentation skills
- Conference and event coordinating experience
- Self-motivated, highly organized team player
- An entrepreneurial and collaborative spirit
- Driver's license and ability to travel statewide an average 2-3 times per month; occasional national travel
- Knowledge and experience with common tools for word processing, financial analysis, and data processing such as MS Word, Excel, and Salesforce
- BA or MS in Agricultural Economics, Managerial Economics, Community Development, or other field related to food or agriculture
- Eligible to work in the U.S.A.

PREFERRED EXPERIENCE:

- Experience running a small business or starting another type of organization preferably related to agriculture or food
- Experience delivering assistance and training to cooperatives
- Engagement with statewide/regional ecosystem of food and farm organizations
- Understands cooperative business principles in agriculture and food
- 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 fluency in Spanish

Hours: Full time exempt, includes regular travel statewide and occasional nationwide travel.

Salary: \$48,000 - \$58,000 per year, depending on experience, paid vacation and sick leave, health plan and retirement benefits.

Physical Requirements:

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 4 hours per day) to heavy (6 or more hours per day).

Application Process: Deadline: January 15, 2021 but open until filled. Applicants must submit a completed application, their full resume, brief cover letter, and three references by email to CCCD at coops@cccd.coop (subject line: "Cooperative Development Specialist Position") or mailed to: CCCD; 979 F St. Suite A-1; Davis, CA 95616.

INQUIRIES BY EMAIL ONLY