



California Center for Cooperative Development
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FOOD AND AGRICULTURE COOPERATIVE PROGRAMS DIRECTOR—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 Programs Director. the Director will work from CCCD's office location in Davis, and travel to projects throughout California and some in neighboring states.

About CCCD: We are a 501c3 non-profit that provides education and technical assistance focused on developing agricultural, consumer, housing, worker, and other types of cooperatives. CCCD provides technical assistance and training to cooperative organizing groups and existing cooperatives in sectors including agriculture, retail grocery, housing, childcare, 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 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 lead the food and agricultural co-op development program and focus on creating and 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 underrepresented. Candidate also can find tools and answers in response to client needs while also developing solutions and resources if they don't already exist and is flexible and has an open mind to adapt to a growing organization and the constantly shifting agricultural landscape.

PRIMARY RESPONSIBILITIES:

Program development including:

- Securing funding for agricultural and food cooperative development programs through grants and fee for service contracts.
- Directing market research and feasibility studies, including conducting producer surveys, interviews with key informants, and building financial proformas
- Develop relationships within the food and agriculture industries to further CCCD's work.

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- Organize annual Agricultural Cooperatives Directors and Executives Leadership Training program
- Developing training materials (presentations and written materials)
- Organizing and marketing conferences; and presenting workshops at partner events
- Evaluating current projects and preparing progress reports for funders
- Supervise staff in supporting roles

REQUIREMENTS

- 7 years of combined experience working in agriculture, fresh fruit/veg distribution, or retail food sectors
- Successful record in submitting grant proposals to state, federal, and/or private funding programs
- engagement with statewide/regional ecosystem of food and farm organizations
- Strong communication, facilitation, and presentation skills
- Conference and event planning 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
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- BA or MS in Agricultural Economics, 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
- Knowledge about regulatory aspects of agriculture, including organic and food safety certification,
- engagement with statewide/regional ecosystem of food and farm organizations
- Familiar with different methods of meeting facilitation and decision-making processes
- Cooperative development experience
- Bilingual in a second language, especially Spanish

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

Salary: 65,000-72,000 per year, depending on experience, paid vacation and sick leave increasing yearly, and includes health plan 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

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