



CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy



CCOF Executive Director Job Announcement

Overview

Since 1973, CCOF has been widely recognized as one of the nation's top organic certifiers. Today, CCOF is the only full service organic certification and trade association supporting the growth of organic food and agriculture through its mission: certifying, educating, advocating and promoting organic. CCOF provides premier organic certification programs and trade association benefits to farms, processors, private labelers, retailers, restaurants, brokers, and supporting members including individuals, suppliers and service providers. CCOF currently certifies more than 2,100 organic food and agriculture operations covering 600,000 acres in 34 states and 3 countries. For more information about CCOF, please visit www.ccof.org.

The Executive Director is a full-time, exempt employee based in Santa Cruz, CA. CCOF is both a trade association and certifier. The Executive Director directs CCOF's trade association, CCOF, Inc. CCOF Certification Services, LLC is an independently governed but wholly owned subsidiary of CCOF Inc.

In the next several years, the Executive Director will have one of the most rewarding and visible leadership opportunities in the organic field, as CCOF continues toward its vision of being the leading voice for organic. CCOF has recently completed a five year update to its strategic plan. This plan directs CCOF to focus our energies and resources on (1) Ensuring the long-term relevance of organic as the premier eco-label and (2) Growing CCOF to ensure the longevity, vitality and prominence of the organization.

The Ideal Candidate

CCOF is seeking a proven leader of people who can inspire teams and individuals to greatness. The ideal candidate will have a deep knowledge and understanding of organic food and agriculture, certification and non-profit management. An unbending commitment to CCOF's mission and to organic as the premier eco-label are preconditions. He/she will be a big-picture thinker who is decisive and pragmatic. He/she will work collaboratively with staff, board, committees and other organizations. A thorough understanding of business financial management and successful experience with generating revenue and attracting funding are essential to the position.

Essential Qualifications and Experience

The ideal candidate will have the following:

- At least 5 years experience in management with a minimum of 3 year's senior management experience leading a nonprofit or other organization of comparable size and scope
- Extensive knowledge of, and experience with organic food production, processing, and handling and related national policy issues
- Ability to conceptualize, communicate and lead CCOF to a shared vision in response to changing needs and opportunities
- Comprehensive knowledge and experience with financial management, budgeting and reporting
- Demonstrated comfort and skill in supplying a public voice for an organization
- Excellent communication skills including listening, public speaking, meeting facilitation and consensus-building
- Strong teambuilding and leadership skills and the ability to motivate others
- Proven ability to work in a dynamic environment with various stakeholders, sometimes possessing strong and conflicting opinions

- Experience working directly for, or as a member of, a board of directors
- Bachelors Degree in appropriate field; Master's or advanced degree a plus
- Ability to work occasional nights and weekends
- Ability to travel domestically several times each year
- Computer/technical skills sufficient to perform required duties
- Legal status to work in the United States

Hiring Process

Applications will be accepted until the position is filled.

Interested applicants please submit the following:

- Cover letter summarizing your interest in CCOF and the Executive Director position, qualifications and compensation requirements
- Current resume
- List of three professional references

Incomplete applications will not be considered.

Submit all materials to EDsearch@ccof.org

Inquires from qualified candidates are welcomed and can be directed to board chair Will Daniels at wdaniels@ebfarm.com.

Compensation

CCOF takes pride in offering competitive salaries and excellent benefits. The ED's compensation package will be based on qualifications and experience. Employment is to commence November 1, 2010 or as agreed.

Job Responsibilities

The Executive Director works with a 12-member Board of Directors. (CCOF is a membership-based non-profit and its members select the Board of Directors.) The Executive Director leads a staff of 15 employees, including 6 direct reports. (The candidate will work closely with the CCOF Certification Services Chief Certification Officer who, in turn, oversees a staff of approximately 30 FT and 70 PT certification staff). The operating budget for CCOF Inc. is \$1.6M. The operating budget for CCOF Certification Services is \$4.7M.

Management and Administration

Financial

- Be responsible for the consistent achievement of CCOF's financial objectives
- Ensure sound financial planning, management, reporting and organizational accountability
- Direct staff to develop annual budget and implement financial controls and practices
- Oversee staff in negotiating all contracts

Human Resources

- Ensure a culture that rewards teamwork, respect and appreciation and attracts, retains and inspires a diverse and high caliber staff
- Lead, partner with and inspire a management team comprised of 8 managers
- Oversee staff in the recruitment, hiring, development and release of all personnel

Working with the Board of Directors

- Work with board to ensure that the strategic plan is implemented and reported on
- Work with the board chair to prepare for and coordinate 4 annual board meetings
- May serve on the CCOF Certification Services, LLC Management Committee
- Ensure effective communications between board and staff

Fundraising and External Relations

Fundraising

- Entrepreneurial approach to generating revenue including working with the Board of Directors on fundraising efforts
- Direct and guide staff in developing and implementing a comprehensive fund development plan

External Relations

- Provide an informed presence for CCOF at the national level, particularly at NOSB meetings and events
- Working with staff, ensure that CCOF has effective communication with political leaders, key decision makers, key collaborators

Program—Education, Advocacy and Promotion

- Mobilize stakeholders and political leaders around organic food and agriculture issues and opportunities
- Monitor, analyze and inform policy issues affecting organic food production
- Develop and maintain effective partnerships with organizations, and state and federal agencies to influence policies and organizations involved in organic food production.

Direct Reports

- Assistant Director/COO
- Chief Certification Officer
- Policy Director
- Director of Marketing, Development and Member Services
- Executive Assistant/Marketing, Development and Member Services Coordinator (FT, supervises 50%)