



# CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy



## CCOF *Interim* Executive Director Job Announcement

CCOF – a national non-profit organization based in Santa Cruz, CA – is seeking an Interim Executive Director. CCOF is the only full service organic certification and trade association providing premier organic certification programs and trade association benefits to farms, processors, private labelers, retailers, restaurants, brokers, and supporting members. The Interim will work with and supervise a staff of 15 to ensure that the organization maintains its commitment to its mission and goals and remains in healthy programmatic and financial condition while searching for a new Executive Director. This position is approximately 20-25 hours per week in the Santa Cruz home office of CCOF.

### Qualifications

- Minimum of 5 years experience leading nonprofit organizations, including supervising staff and working with a Board of Directors
- Solid knowledge of nonprofit fiscal management, including accounting and budgeting
- Experience with human resource management
- Experience in organic agriculture and/or in trade associations a plus
- Knowledge of CCOF a plus

### Deliverables/General Administrative Responsibilities

- Oversee everyday operations
- Assist in preparation of the 2011 budget
- Supervise direct reports
- Serve as main point of contact for board chair. Prepare for board meetings and keep board fully informed on the financial and staffing condition of CCOF
- Lead work on completing the strategy/tactic level of the strategic plan sufficient to formulate operational plans for 2011
- Provide assistance/support to the Search Committee
- Review monthly financial reports
- Approve expenses and invoices for payment

**Web site:** [www.ccof.org](http://www.ccof.org)

**Start Date:** ASAP

**Compensation and work schedule:** Negotiable.

**Hiring Process:** Applications will be accepted until the position is filled.

Interested applicants please submit:

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

Submit all materials to [InterimEDsearch@ccof.org](mailto:InterimEDsearch@ccof.org)

Inquires from qualified candidates are welcomed and can be directed to board chair Will Daniels at [wdaniels@ebfarm.com](mailto:wdaniels@ebfarm.com).