



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

JOB ANNOUNCEMENT: Sales Specialist

Position will remain open until filled

Organizational Overview: CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

Position Summary: Position is for a results-driven sales representative who will strive to actively seek out and engage customer prospects. Position will include contributing to the planning of and deployment for trade shows, managing leads from initial inquiry to completion of sales cycle, and solicitation of VIP prospects.

This position is a full-time, exempt status position reporting to the Sales and Marketing Supervisor.

Position Responsibilities:

- Proactively work leads to achieve certification as designated by Sales and Marketing Supervisor and other opportunistic leads as assigned.
- Attend trade shows and agricultural events to identify potential certification members, advertisers, and sponsors. 25% of time allocated to travel.
- Monitor leads to ensure prospects receive satisfactory service and maintain timely communication with leads during sales cycle.
- Write offer letters and schedule in person meetings as needed.
- Contribute to Acquisition and Retention team meetings.
- Contribute to development and execution of annual trade show strategy to maximize sales results.
- Coordinate the planning of and arrangements for trade shows with Applicant & Marketing Specialist, including facilitating sales meetings.
- Provide applicant support to leads from website, emails, phone requests, walk-ins, and follow up to trade shows and trainings. Enter qualified sales leads into Salesforce for follow-up.
- Support sales team outreach efforts.
- Conducts regular outreach emails to dormant leads.

- Facilitate documenting standard order procedures as needed.
- Other duties as assigned by supervisor or department director.

Desired Qualifications:

- Minimum of three years of sales and/or marketing experience
- Bachelor's degree in marketing, advertising, or related field
- Experience in the organic industry and knowledge of organic certification is highly desired. Agricultural and/or food industry knowledge, background and/or experience a plus.
- Strong customer service skills with external clients and staff.
- Experience using Salesforce.com
- Strong computer skills: Microsoft Word, Excel and PowerPoint.
- Spanish fluency (written and verbal) a plus.
- Ability to multitask, manage time and meet deadlines.
- Excellent problem-solving skills.
- Ability to travel domestically several times each year
- Ability to lift 40 lbs. from ground to waist and be physically able to pack boxes and materials for
- trade shows and events
- Ability to stand and walk for several hours at a time (at trade show and events)
- Legal status to work in the United States

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The Sales and Applicant Specialist's starting compensation will depend on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with "Sales and Applicant Specialist" in the subject line.

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

Incomplete applications will not be considered. No phone calls please. Only short-listed candidates will be contacted. Thank you for your interest.