



CCOF

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

JOB ANNOUNCEMENT: Grant Specialist

Position will remain open until filled

Who we are: 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 50 years ago, our roots now 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:

The CCOF Foundation Grant Specialist (Grant Specialist) supports the application process, review, and outreach for Foundation grants for the CCOF Foundation, a 501(c)3 charitable organization. The Grant Specialist will support grant application coordinating, reviewing, scoring, and marketing outreach for Foundation grants including, the Brimont Hardship Assistance grants, Organic Transition grants, and Future Organic Farmers grants. The Grant Specialist works collaboratively with the entire Foundation team to further CCOF's mission of advancing organic agriculture for a healthy world.

This is a full-time, exempt position reporting to the CCOF Foundation Program Director. This is a California-based (remote or in-office options) position that requires occasional travel throughout the year and reliable transportation.

Position Responsibilities:

Grant Application Review and Scoring

- Under direction of the CCOF Foundation Program Director, supports all key aspects of the CCOF Foundation's granting work, including but not limited to application creation and updating, review, vetting, interviewing, scoring, payment administration, and evaluation
- Co-stewards applicant and grantee support: questions, inquiries, submissions, annual, and final reports
- Supports grantee metrics data gathering and documentation
- Co-develops grant-related programmatic elements with CCOF Foundation team
- Maintains updated grant award information in all systems (Foundant, Excel, Salesforce)
- Maintains updated documents and templates for all grant processes
- Co-leads editing and formatting of grantee project descriptions, bios, and media (photos, videos, audio)
- Responsible for grant related mailings including, packets, checks, and mail merges
- Supports managing grant software (Foundant)
- Supports communication with Marketing and IT teams for program dates and website updates

- Supports annual grant program evaluations

Outreach

- Co-manages creation of content for grant promotion through CCOF media and external sources, marketing communications, emails, and social media outreach
- Co-leads gathering, editing, and maintaining up-to-date grantee stories and related media
- Publicizes grantee stories through CCOF blog and social media
- Sends and collects surveys to and from grantees

Administrative Responsibilities

- Supports with check request submittal and maintaining records of all grantee awards
- Maintains work instructions for internal processes related to this position
- Supports scheduling and calendar management for Foundation programs

Other

- Supports other Foundation programs as needed
- Assists with conferences and other CCOF Foundation related events
- Supports Foundation in fostering positive relationships with applicants, grantees, and external partners
- Occasional travel to support events of CCOF Foundation

Required Qualifications:

- Organic agriculture knowledge, commitment, and/or experience: *Strong commitment to CCOF's mission of advancing organic agriculture for a healthy world:* has dedicated significant amount of time toward understanding, supporting, and/or advocating for organic. *Knowledge and passion for organic agriculture:* has studied organic agriculture, and/or worked as an organic farmer, and/or provided services to organic farmers.
- Written and verbal fluency in the Spanish language; can provide written and verbal applicant support, write, and edit marketing/outreach or other relevant content in Spanish proficiently and accurately. Can also translate between English and Spanish.
- Solid client and partner relationship building and communication skills: has experience and can communicate with and support clients and partners in a professional manner. Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Able to put people at ease, especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input. Responds to people in a timely manner. Takes pride in providing clear, helpful information.
- Highly organized, motivated, and detail-oriented: *Manages a high volume of work with efficiency:* Effective time and task management. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed. *Attention to detail:* Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them. *Strong sense of ownership and resilience:* Plans ahead and finds

alternative paths, when needed, to get to the finish line. Bounces back from setbacks and rejections.

- Social justice & racial equity lens: recognizes role of race, gender, and other identities in shaping disparities, is driven to improve conditions, and proactively learns about Diversity, Equity, and Inclusion.

Desired Qualifications:

- Ability to operate as part of a team and independently: can communicate and work with supervisors and colleagues as well as perform their role with minimal supervision.
- Computer/technical skills - Microsoft Office (MS) Suite required (including Excel) and Adobe Acrobat: must be able to efficiently work in MS Outlook, Word, and Excel, and Adobe Acrobat. We will support MS Teams and other specific software skill development.
- Competency in navigating, editing, and formatting databases in MS Excel (Salesforce is a plus): must be comfortable navigating and editing in Excel.
- Experience working with underserved communities and with varying levels of comfort with technology.
- Positive can-do attitude

Physical and Travel Requirements:

- Ability to travel domestically - mainly within California (1 day every couple of months)
- Ability to lift 25 lbs. from ground to waist and be physically able to pack boxes and materials for trade shows and events
- Prolonged periods sitting at a desk and working on a computer

Compensation: CCOF takes pride in offering competitive pay and benefits such as superb health plans, 401(k) program, and generous sick/personal and vacation time. The Grant Specialist's starting salary range will be \$64,674 - \$84,076 and 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 *Grant 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.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply.

Inclusivity is a core value at CCOF. We are passionate about building and sustaining an inclusive and equitable work and learning environments for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. Thank you for your interest in this position!

