



CCOF

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

JOB ANNOUNCEMENT: Senior Policy Manager

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 Senior Policy Manager will lead CCOF's California advocacy. This is a full-time position that reports to the Policy Director and is a California-based position.

Essential Responsibilities:

- Provide thought leadership on California policy strategy, including conducting policy analysis and research, setting statewide priorities, and developing and implementing legislative and administrative campaigns.
- Manage staff by both providing structure, mentorship, and day-to-day support as well as stewarding policy team culture and integration with CCOF programs.
- Build and sustain relationships with decision-makers, partners, and members to get things done.
- Manage policy campaigns and projects autonomously, including tracking timelines, data, budget, and information.

Specific Duties:

- Manage legislation on the California Healthy Soils Program
- Manage contract with state lobbyist, ensuring lobbyist is aligned with policy team priorities.
- Develop strategic communication content to support CCOF's policy initiatives.

Required Qualifications:

- Experience leading policy campaigns: Understands how to advance policies in coalition and has a track record of effecting change.
- Social justice & racial equity lens: Recognizes the role of race, gender, and other identities in shaping disparities and is committed to personal growth and advancing policies that address inequities.
- Highly organized, motivated, and detail-oriented with a 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. Holds a high bar even when things are hectic.

- Clear, precise, and compassionate communications skills: Speaks and writes clearly and is an active listener. Skillfully translates messages across various audiences and communication channels in an organized and thoughtful manner.
- Relationship-builder: Builds authentic relationships across lines of difference. Listens closely to understand needs or concerns and takes steps based on that input.

Desired Qualifications:

- Inclusive leadership and management with a coach and learning mentality: Helps others grow. Uses coaching, training, and feedback to develop others and support problem-solving. Sees mistakes as learning opportunities.
- Experience advancing policy in California: Familiarity with the intricacies of California policymaking and established relationships within the legislature and administration.

Physical and Travel Requirements:

- Frequent travel to Sacramento is expected
- Ability to work occasional nights and weekends
- Prolonged periods sitting at a desk and working on a computer

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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 Senior Policy Manager's starting salary range will be \$78,753 - \$104,741 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 *Senior Policy Manager* 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 environment 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.