



CCOF

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

JOB ANNOUNCEMENT: Chief Certification Officer, CCOF Certification Services, LLC

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: The Chief Certification Officer (CCO) is responsible to the Management Committee of CCOF Certification Services, LLC for the successful execution of certification programs. The CCO reports to the CEO of CCOF, Inc. in his/her capacity as chair of the LLC Management Committee and works collaboratively with the executive leadership team to further CCOF's mission of advancing organic agriculture for a healthy world.

This position is a full-time, 40 hours per week, exempt status position.

Reports to: Chair, CCOF Certification Services, LLC Management Committee (CEO, CCOF, Inc.)

Position Responsibilities:

Leadership of CCOF Certification Services

- Serves as the Chief Certification Officer for CCOF Certification Services, LLC, a leading USDA-accredited organic certifier
- Is responsible for the execution of all certification programs, consistent with the organizational strategic plan and compliant with USDA organic standards (and/or the standards of other applicable accreditation bodies)
- Leads development and implementation of the annual certification work plan
- Ensures sound financial planning, management and reporting on behalf of CCOF Certification Services, LLC
- Ensures a culture that rewards positivity, productivity, and collaboration and that attracts, retains and inspires a diverse and high caliber staff
- Represents CCOF Certification Services, LLC in regulatory and policy matters related to certification programs and ensures legal and regulatory compliance
- Stays informed on policies and issues, including trade, that impact organic certification

LLC Management Committee Support

- Works with the Chair of the LLC Management Committee to prepare for and coordinate 4 meetings annually
- Welcomes new Management Committee members and provides orientation as needed
- Reports quarterly to the Management Committee on organizational performance (budget, workplan, strategic plan implementation and related areas.)
- Ensures adherence to internal organizational operating agreement, MOU's, policies and procedures, etc.

Management of the CCOF Certification Services

- Maintains certification accreditations in good standing and guards the reputation of CCOF Certification Services as a premier certification agency, upholding the highest standards of organic integrity
- Ensures that the CCOF Certification Services attracts and maintains high-caliber, qualified employees
- Creates and administers the annual budget for CCOF Certification Services, and provides for a high level of budget oversight
- Ensures excellent customer service
- Supports growth of CCOF's Food Safety programs for organic producers

Internal Planning and Collaboration

- Collaborates and leads collaboratively with leaders of CCOF, Inc. such as Operations, IT, Marketing and Sales, and Policy and Government Affairs to ensure strong business infrastructure and with leaders in the Foundation to support overall organizational growth.
- Participates in development, implementation, and monitoring of organizational Strategic Plan
- Executes operational plans for CCOF Certification Services, consistent with the organizational Strategic Plan

External Relations

- As needed, represents the interests of CCOF Certification Services in regulatory and policy matters at the state and federal levels

The ideal candidate will have the following:

Desired Qualifications:

Essential experience

- Minimum 5-7 years' experience in organic certification oversight, team management and leadership, and program management and strong understanding of national regulatory processes and organic certification programs

- 3 years' experience in budgeting and financial management
- Background in non-profit management and in operating within a membership-based organization
- Experience working directly for, or as a member of, a board of directors

Essential skills

- Comprehensive understanding of USDA-accreditation and reporting requirements with respect to organic certification
- Strong commitment to CCOF's mission of advancing organic agriculture for a healthy world and ability to conceptualize, communicate, and lead CCOF Certification Services as part of a shared vision
- Ability to collaborate with, inspire, and motivate others
- Bachelor's Degree in appropriate field; Master's or advanced degree is a plus
- Ability to work occasional nights and weekends
- Ability to travel domestically several times each year, and internationally if required
- Computer/technical skills sufficient to perform required duties
- Strong written and verbal communication skills

Essential Attributes

- Collaborative leadership orientation
- Legal status to work in the United States

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. "The Chief Certification Officer" 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 "Chief Certification Officer" 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.