



CCOF

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

JOB ANNOUNCEMENT: Chief Operations Officer (COO)

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.

CCOF's home office is in Santa Cruz, California, and we have a growing family of staff located around North America.

Position Summary: CCOF is seeking a driven, business-focused COO to join our executive leadership team. We are seeking someone to bring fresh perspective and help us embrace big ideas. The COO will help us protect and grow the economic health of our organization by leading our business development strategies, including oversight of Finance, Sales & Marketing, and Information Technology. As a key member of the Executive Team, the COO serves as a bridge between CCOF's diverse services and programs, including collaborating closely with the CEO, Chief Certification Officer and Foundation Director on their budgets, staff retention and recruitment strategies, technological tools, and communication strategies.

The right candidate will have a high level of integrity and a deep passion for our mission to advance organic agriculture for a healthy world. The COO must excel in a fast-paced, multi-faceted environment and share our commitment to collaboration and clear communication. The right candidate will also share our commitment to equity and inclusivity.

This is a full-time, exempt position that reports to the CEO. Remote candidates may be considered if they have demonstrated an understanding of organic food systems and CCOF as well as experience working remotely with in-office teams.

Position Responsibilities:

- Support and collaborate with the executives of CCOF's three legal entities — CCOF, Inc.; CCOF Certification Services, LLC; and the CCOF Foundation.

- Advise on legal, financial, and logistical requirements of each CCOF entity.
- Lead annual cross-organizational workplan and budget development.
- Support and supervise the Director of Technology on management of CCOF's technology infrastructure and data management systems.
- Support and supervise the Finance Director on management of CCOF's budgets, reserve accounts, retirement plans, banking institutions, internal controls, and reporting to CCOF governance.
- Support and supervise the Director of Marketing & Sales on management of sales, marketing, and communication strategies.
- Alongside CCO, represent unique needs of our certification staff and services on the CCOF Executive Team by engaging in key certification meetings and developing an intimate knowledge of the operational needs for our certification services.
- Work with the Executive Team and Director of People Services to promote equity internally and in CCOF's programs and services.

Desired Qualifications:

- Bachelor's degree in business administration or a related field
- Experience managing organizational budgets over \$10 million
- Nonprofit leadership experience, including understanding of nonprofit legal requirements and nonprofit financial statements
- Experience leading complex teams and supervising director-level staff
- Excellent verbal and written communication skills
- Highly competent in Excel and data reporting
- Demonstrated history in effective project management
- Experience in reporting to governance bodies
- Commitment to collaboration, integrity, and transparency
- Excels in organizing complex systems, programs, and projects
- Direct experience in finances, marketing, sales, and information technology; experience in human resources a plus
- Demonstrated interest in organic food systems, experience in organic, food safety, or other certification services a plus
- Excellent listener and communicator with a passion for learning and a commitment to excellence.
- A demonstrated commitment to building and supporting diverse, inclusive, and equitable work environments
- Passion for CCOF's mission and demonstrated ability to engender trust, credibility, and confidence.
- Skilled in critical thinking, diplomacy, and discretion.

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The COO's starting compensation will depend on qualifications and experience. The annual salary range for this position is \$115,000 - \$130,000.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with "COO" 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.