



# CCOF

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

## JOB ANNOUNCEMENT: Director of Information Technology

**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 Director of Information Technology determines CCOF's needs for information management and manages the development and implementation of systems and programs to meet those needs in a cost-effective, timely manner. The Director of Information Technology manages information technology functions including systems applications and development, database administration, financial systems, desktop support, website development and maintenance, intra- and inter-networks, and internal communications regarding IT matters. The Director of Information Technology oversees a broad array of technical services and innovations serving a wide range of stakeholders including in-house staff, remote staff, members, clients, prospective clients, and members of the general public.

The Director of Information Technology is a full-time, exempt status position reporting to the Chief Operations Officer (COO).

### **Position Responsibilities:**

#### Essential Qualifications, Skills and Experience

CCOF is seeking a skilled and experienced manager of people, programs and projects. The ideal candidate will have a minimum of 3 years of experience in a similar role, preferably in a nonprofit or similar mission-based organization, and:

- Bachelor's degree in computer science, technology, or a related field, or equivalent experience.
- Ability to set team priorities and organize, monitor and track departmental activities and projects to ensure completion of strategic goals and objectives.
- Ability to think strategically and develop and implement plans in line with organizational goals and objectives.
- Significant management skills, including staff supervision, budgeting, and project management.
- Understanding of relational databases and SQL required.

- Networking experience, including experience with TCP/IP, VoIP, SDWAN, and NAC solutions preferred.
- Understanding of website programming (HTML, PHP, CSS) preferred; Drupal, or CMS, knowledge a plus.
- Experience with Cloud Hosted solutions and On-Premise transitions to SaaS models.
- Familiar with applications and/or business systems functionality.
- Outstanding written and verbal communication skills.
- Proven ability to work in a dynamic environment with multiple stakeholders.

#### Management, Execution and Leadership

- Oversee and improve all aspects of CCOF's use of technology to perform certification services, manage business operations, and reach CCOF strategic objectives.
- Implement aspects of the CCOF strategic plan assigned to IT department and assists other departments with plan objectives that rely on technology. Track and report on progress.
- Oversee work of IT staff, work study students, vendors and consultants.
- Help prepare and monitor budgets for IT expenses including IT-specific projects and infrastructure and projects led by other departments involving IT.
- Serve as member of various high-level strategic teams.
- Convene and lead bi-monthly IT strategy meetings.
- Serve as manager on a wide range of projects.
- Maintain knowledge of general technology landscape and bring relevant innovations to CCOF.
- Continuously expand knowledge of the organic market to assist in organizational prioritizing.
- Monitor workload and project balance between the three organizations, Inc, LLC, and the Foundation.

#### Ecert Management

- Act as Chief Administrator for Ecert (certification) database and maintain a positive vendor relationship.
- Oversee all new development and module implementations and regular releases of updated software.
- Train internal staff. Regularly provide updated documentation on new features and modules.

#### Infrastructure Management

- Oversee management of CCOF Drupal website including development of new features and system updates.
- Ensure the smooth functioning of technological infrastructure including networks, hardware/software, work stations, telephony, and support of remote services and employees.
- Document business practices and identify measures to maximize efficiencies and productivity.

#### Direct Reports

- Systems Manager
- Manager of Business Applications
- Business Systems Specialist
- Technology Support Specialist

### General Requirements

- Responsibilities sometimes require working evenings and weekends.
- Ability to continuously stand or walk.
- Ability to bend, squat, climb stairs and lift up to 50 pounds occasionally.
- No regular travel requirements.
- Ensures safe work practices.

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The Director of Information Technology 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](mailto:employment@ccof.org), with “Director of Information Technology” 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.