



# COOPERATIVE DEVELOPMENT INSTITUTE

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## Cooperative Business Director (Central New England)

**Reports To:** This position will be supervised by the Executive Director and will work in partnership with other CDI staff.

**Salary and Hours:** Salaried position, \$58,000-\$66,000 a year depending on experience, for full-time work (40 hours/week). Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 8 paid holidays/year). Health benefits. Family and Medical Leave. Mileage reimbursement at the IRS rate. Ability to contribute to a retirement plan.

### About The Cooperative Development Institute (CDI)

The Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors to build a cooperative economy in the Northeast.

Our mission is to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise and provide technical assistance to all sorts of cooperatives in the Northeast. Cooperative Business Services (CBS) addresses the needs of all types of co-ops for education, business development, and networking needs. CDI's New England Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. Our Business Ownership Solutions (BOS) program focuses on conversion of existing businesses to worker ownership and our Cooperative Food Systems (CFS) program works with all food-related cooperatives; from assisting New American and Native American farmers to rural food cooperative retail stores and producer co-ops. And that's not all of what we do!

CDI is a virtually based 501(c)3 non-profit that has 20 employees. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and how interesting and varied our work is. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

### Position Overview

This Program Director level position serves the needs of the organization and our clients for cooperative business development and elevates education, professional development, and collaboration among CDI programs. The Cooperative Business Services program at CDI provides direct support to people in the Northeast seeking to create and strengthen all types of

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THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

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cooperatives: housing, worker, producer, business, consumer, and multi-stakeholder, in all types of industries including energy, arts, childcare, telecoms, forestry, wellness, and more. CBS also supports the development of co-op networks within and across sectors, and leads the general education and outreach efforts of CDI to promote and elevate the potential of co-ops to meet people's various needs. This position requires strong business, education, network development and facilitation skills.

## **Roles and Responsibilities**

### *Professional and Organizational Development Supporter*

- Support implementation of CDI vision, mission and strategic objectives
- Support development of robust organizational structures and healthy organizational culture
- Coordinate cross-program collaboration within CDI
  - Facilitate regular communication among program directors/staff.
  - Build a culture of collaboration
  - Cultivate a systems approach to cooperative development
  - Identify project and program development opportunities

### *Cooperative Business Developer*

- Provide business development support to CDI's CBS, CFS and BOS programs and clients
  - Prospecting and cultivating leads for fee-for-service work
  - Business valuation, feasibility studies, market research, business planning, surveys, business audits, financial statements, etc.
  - Respond to CBS inquiries
- Oversee CDI new program research and development

### *Education Lead*

- Develop CDI educational and outreach programs
  - Organize outreach toolkits, conference workshops, board trainings etc.
  - Consult or take the lead on retreats, internal and external education, outreach materials
  - Identify needs and support professional development
  - Support the development of educational curriculum

### *Fundraising*

- Contribute to grant writing and fundraising

### *Network Development*

- Oversee regional cooperative network development

## **Required Skills & Experience**

- Business consulting expertise
  - Broad, applied business development expertise
- Entrepreneurial:
  - Be able to find and do contract work for business valuation, feasibility, marketing, business planning—i.e., do fee for service work with clients
- Very well networked and experienced in establishing collaborative processes, projects and organizations
- Grant writing and marketing
- Strong knowledge of fiscal management, strategic planning and general business practices.
- Good organizational skills
- Experience with Google apps (Drive, Docs, Sheets, Slides) and other presentation software (Powerpoint), video conferencing
- Understand and be able to articulate cooperative values
- Experience working with diverse groups of people
- Strong interpersonal communication skills; compassion and assertiveness.
- Highly organized with the ability to pay close attention to detail.
- Proven ability to learn quickly, process a lot of information, and apply it on the job.
- Able to work individually and together with a team
- Comfort working remotely/independently
- Strong facilitation skills
- Strong writing skills

## **Preferred/relevant Skills & Experience**

- Ability to speak a second (or multiple) languages
- Comfort with public speaking.
- Cooperative business and formation experience.

**The following skills and abilities, if not already acquired, will need to be developed within the first 3-6 months of beginning employment.**

- Ability to provide assistance, resources, and advice, while developing cooperative leadership; meeting people where they are while nurturing self-sufficiency.
- Experience with conflict mediation.

## **Other Requirements**

- Must have a valid driver's license and reliable transportation.
- Flexible availability that includes days, evenings and some weekends.

## **Organizational Expectations**

1. Responsible for conducting all activities within the prescribed policy and budgetary guidelines as set by the CDI Board and administered by the Executive Director.
2. Functions as a participant in CDI's Cooperative Development Team, sharing information effectively to assist others in doing CDI's work. Builds positive and strong relationships with other CDI staff.
3. Demonstrates personal responsibility in job performance.
4. Responsible for role-modeling professional behavior and is consistently respectful with colleagues, staff and clients.
5. May be required to perform additional, related duties or functions of lesser or greater responsibility as negotiated to meet the ongoing needs of the organization.

## **Characteristics**

1. Clear and assertive communicator.
2. Able to perform under pressure during difficult interpersonal conflict.
3. Plans ahead, able to complete tasks and meet tight deadlines.
4. Able to understand and manage multiple complex tasks and prioritize.
5. Works collaboratively, self-motivated, flexible, enthusiastic.
6. Demonstrates a strong belief in the cooperative philosophy and affordable housing mission CDI represents.

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

We promote economic prosperity for all through our work with our clients, our hiring practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

Please submit a cover letter, resume, and three references to [info@cdi.coop](mailto:info@cdi.coop). The deadline for applications is Thursday, May 2, 2019.