



COOPERATIVE DEVELOPMENT INSTITUTE

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Cooperative Business Development Specialist

Do you want to help preserve businesses and grow more and better jobs throughout the Northeast? Do you want to help workers build wealth through ownership and advance economic opportunity, security and justice? Then we've got a position for you! The Cooperative Development Institute is looking for an enterprising, highly organized innovator and entrepreneur to help business owners and their workers explore and execute transitions to worker-owned cooperatives. Interested candidates should upload a cover letter, resume, and at least three references at <https://cdi.coop/cooperative-business-development-specialist/>

About The Cooperative Development Institute (CDI)

Founded in 1994, the Cooperative Development Institute (CDI, www.cdi.coop) is the USDA-designated Cooperative Business Development Center for the Northeast, providing cooperative education, training, technical assistance, research and advocacy throughout the region. 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.

Our [Business Ownership Solutions](#) (BOS) program works with business owners and their workers to think through whether the transition to worker ownership can meet their needs, and guides businesses through a transition to a worker-owned cooperative. Our [Cooperative Food Systems](#) (CFS) program works with all kinds of food-related cooperatives, from farming co-ops to food producers to rural cooperative retail stores and cooperative food centers/hubs, with a special focus on serving B/I/POC groups and immigrants/refugees in our Northeast food system. Our [New England Resident Owned Communities](#) (NEROC) program assists residents of manufactured home communities to form housing cooperatives and purchase and run their communities. And that's not all we do!

CDI is a 501c3 nonprofit virtual organization with 30 employees located throughout the region. CDI employees enjoy their jobs and appreciate the flexibility of working from a home office, the commitment to continuous learning, and how interesting and varied our work is. Because our

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

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organization is transparent, accountable and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

About Business Ownership Solutions (BOS)

BOS has become a nationally recognized leader in the field of worker cooperative transitions as a way to preserve and grow local businesses, jobs and ownership, and create a more prosperous, equitable and resilient economy. We:

- Raise awareness about employee ownership transitions among policymakers and the general public as a uniquely beneficial option for business owners, workers and communities.
- Educate business owners and service providers on the exit planning process and options.
- Assist business owners and their employees as they work through the design, execution and financing of a transition, and provide the training and coaching new worker-owners need to be successful.
- Train and consult with other economic, business and workforce development entities that want to support transitions.

You can learn more about worker cooperative transitions and our work in [Bloomberg BusinessWeek](#), the [Daily Yonder](#), the [Bangor Daily News](#) and the [Nonprofit Quarterly](#).

Position Description

The Cooperative Business Development Specialist will work with our team to:

- 1. Provide direct business development and worker cooperative transition services:**
 - a. Educate and consult with business owners and their workers as they explore transitioning to a worker cooperative.
 - b. Assist with business, financial and workforce feasibility assessments as business owners and their workers move through the transition process.
 - c. Train and coach new Boards of Directors, management teams and workers on topics such as: business development strategy, ownership culture, financial education, effective communication and conflict resolution, evaluation and accountability systems, leadership development, and management strategies and skills that promote worker engagement and participation.

- d. Attend and facilitate regularly scheduled co-op meetings, sometimes in the evenings or on weekends.

2. Raise awareness of the benefits of employee ownership and build a supportive development ecosystem:

- a. Assist in education, training and consulting programs that engage other business and workforce development and lending entities in this work.
- b. Outreach and education with business service providers (e.g. CPAs, attorneys, exit planning and wealth advisors, etc.), Chambers of Commerce, trade associations and business networks to promote employee ownership as a practical and effective strategy for business owners looking to retire or grow their business.
- c. Outreach and education with policymakers and the general public about how worker cooperative transitions can preserve businesses and jobs while creating a more prosperous, equitable and resilient economy.

3. Engage with a national community of practitioners dedicated to employee ownership:

- a. Participate in and contribute to a national network developing best practices and strengthening the field, including regional and national efforts to engage new allies in the broader economic and workforce development field.
- b. Coordinate with and contribute to national, state and regional policy development and advocacy initiatives.

4. Support and engage in CDI's work to strengthen cooperatives and cooperative networks throughout the Northeast:

- a. Work with various internal teams to advance a variety of CDI projects and initiatives across programs.
- b. Contribute to data and metrics that track and demonstrate the impact of our work.
- c. Contribute to grant writing and development, communications, research and policy advocacy.
- d. As a highly participatory organization, we expect all staff to contribute to CDI's development, management and governance.
- e. Participate in and contribute to initiatives that develop strong cooperative networks and build a resilient cooperative economy in the Northeast.

Your Knowledge, Skills and Experience

Experience in cooperative development is preferred, but not required. We are dedicated to continuous learning, experimentation and developing and documenting best practices, and will provide comprehensive on-the-job orientation and training in worker cooperative development for the successful candidate. We are looking for the following knowledge, skills and experience, at a minimum:

- Extensive experience in one (preferably 2 or more) of the following areas is required: business development and/or management, cooperative development and/or management, entrepreneurship training and coaching, workforce training and organization.
- General understanding of business budgeting and financial statements.
- Strong project management skills.
- Experience and comfort with a variety of organizational tech tools, databases and systems. Experience developing and managing data and metrics systems is a plus.
- Experience with meeting and event organizing and facilitation, and group decision-making, facilitation and conflict resolution.
- Demonstrated ability to build trust and confidence with business owners and workers from a wide variety of backgrounds and sectors.
- Experience with business sales, mergers and acquisitions, including valuation, financial and market analysis and transaction design, is a plus.
- Experience with communications, marketing, and interacting with the press and public officials a plus.

Your Work Style and Abilities

No two workdays are the same. The successful candidate will be adaptable and resourceful in managing themselves and meeting client and project needs, while participating in and contributing to remote work teams. The successful candidate must demonstrate:

- Success in a highly autonomous, remote/virtual staff structure, managing multiple tasks and priorities, and meeting deadlines with discipline and self-direction.
- Superior organizational, interpersonal, communication, and written and oral presentation skills.
- Confidence in what you know and resourcefulness, innovation and efficiency in figuring out answers and solutions for what you don't know.

Geographic Location: The successful candidate could be located anywhere in the Northeast, with a preference for candidates that have a strong knowledge of and relationships in the economic development ecosystems of New Hampshire, Western Massachusetts and/or New York's Adirondack region. The successful candidate must provide for their own functional and productive office environment. An office stipend is provided. Infrequent travel to client sites is required; mileage reimbursement or payment for rental cars is provided.

Supervision: The Cooperative Business Development Specialist will report to the BOS Program Director.

Hours: Full-time, 40 hours/week. Schedule can vary from week to week. There are often 3 - 4 evening meetings per month and occasional weekend meetings and events.

Qualifications: A minimum of 7 years of relevant professional experience and/or education is required.

Wage range of \$26.42-\$28.42/hour (\$54,953-\$59,113 annually), depending on experience. Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 9 paid holidays/year). Health benefits. Family and Medical Leave. Retirement plan. Sabbatical after 5 years. Monthly home office stipend. Mileage reimbursement at the IRS rate.

Application Process: Applicants for the Worker Cooperative Developer position should submit their full resume, a cover letter, and three references at <https://cdi.coop/cooperative-business-development-specialist/>. NO PHONE CALLS PLEASE.

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.

Because we believe in economic prosperity and justice for all, CDI commits to acknowledging, untangling and eliminating all forms of oppression. We do this by recognizing and counteracting racism, classism and other forms of bias within ourselves and the organization, by making our board and staff more inclusive, by prioritizing marginalized people and by promoting these practices within the co-op 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.