



<b>Position Title:</b>	Cooperative Development Specialist
<b>Reporting:</b>	Africa Regional Director
<b>Contract Term:</b>	1 year - With the possibility of extension, subject to donor funds
<b>Location:</b>	Ottawa, Canada
<b>Salary Range:</b>	Commensurate with experience
<b>Travel Requirement:</b>	Frequent international travel to project sites may be required

#### **PROGRAM SUMMARY:**

CDF Canada is implementing cooperative development programs in Africa, Asia, Latin America and Eastern Europe to establish and grow community-owned cooperatives that help farmers achieve more prosperous, self-reliant lives. CDF Canada pursues the goal of increasing the economic performance of cooperative enterprises to improve the livelihoods of their members and contribute to build more inclusive and resilient communities. Over the years, CDF Canada has partnered with cooperatives across the world to improve their governance and help improve business performance in response to evolving cooperative ecosystems.

#### **POSITION DESCRIPTION**

CDF Canada is seeking to hire highly competent, dynamic and experienced Cooperative Development Specialist (Co-op Specialist).

The Co-op Specialist will serve as CDF's International cooperative Development technical expert based in Ottawa. The primary role is to provide technical leadership and program management in the areas of cooperative development while supporting new business development.

The Co-op Specialist will also be responsible for monitoring the progress, milestones and achievements of the cooperatives over the life of the program and be responsible for program administration including progress reports. The Co-op Specialists will report directly to the Africa Regional Director at headquarters in Ottawa, Ontario and will work closely with Program Managers and all relevant consultants to accomplish workplans.

Critical to this position is a strong understanding of the cooperative business model and background in working with cooperatives to strengthen their operations, management, financial and governance systems. Candidates should be open to working in a non-traditional working environment with remote management and be a natural communicator.

The Co-op Specialist is a senior position within CDF Canada, contributing to the program objectives by working directly with cooperatives, apex organizations and other stakeholders. He/she will liaise with the project team, specifically the field-based Country Managers and Ottawa based Program Managers.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provides training and mentorship to the emerging cooperatives that CDF Canada are supporting which includes but is not limited to – Cooperative governance, operational management, business plan development, producer group operations, cooperatives membership roles and responsibilities, strategic business planning and financial models and linkages with input suppliers, service providers and produce buyers.
- Works to finalize strategies and implement research programs.
- Identifies organizations and meets with existing partners and stakeholders that can provide strategic value to CDF Canada projects.

- Supports the collection, analysis and management of data/knowledge to track program progress and to provide recommendations for ongoing improvements.
- Develops and submits program reports including performance reports, learning documents, key communications and annual reports.
- Meets internal programmatic deadlines such as finance, M&E, workplan and reporting.
- Represents CDF Canada in cooperative forums as requested.

#### **Technical Support / Project Management (60%)**

- Supports implementation of the CDF Cooperative Development Programs.
- Assesses institutional capacity, business planning, financial management & documentation of cooperatives, using the Development Ladder Assessment (DLA). This includes preparation of DLA report and action planning.
- Leads cooperative business development process through key steps of cooperative principles.
- Together with project team, coaches cooperative board members and committees on their roles and responsibilities, and cooperative principles.
- Prepares a brief report, including recommendations (with benchmarks) and lessons learned that will inform and guide the sustainability of the coops.
- Supports program Management e.g., work plan. Budget; track progress and deliverables; review donor reports; assist and coordinate M&E process (PIP, Baseline, midterm and final evaluation activities) as required.

#### **Organizational Development Support (40%)**

- Recommends program priorities and explores new business opportunities that leverages CDF Canada organizational development.
- Sets up effective coops development models that brands CDF Canada as leader in the cooperative sector.
- Ensures establishment and maintenance of strategic partnerships with donors, INGOs and UN agencies.
- Conducts research, case studies and compiles lessons learned that will inform and guide new program development.

**Note:** This position description is intended to describe the general nature and level of work performed in this position. It is not intended as an exhaustive list of all responsibilities, duties and skills required.

#### **QUALIFICATION REQUIREMENTS**

Candidates interested in this position should have at least 5 years of experience working with cooperatives in developing countries to strengthen their business goals and management capacity to achieve those goals.

- Bachelor's degree in cooperative business model, business administration, finance or other relevant background.  
Experience with women-focused agricultural value chains and enterprise development.
- Experience working with capacity building of cooperative businesses and apex organizations.
- Experience managing relationships with local partners, regional structures, and government officials.
- Experience and knowledge of cooperatives principles, preferably in a developing context.

- Facilitation skills and experience with Development Ladder Assessment.
- Excellent critical thinking skills.
- Excellent writing and reporting skills.
- Experience in writing program reports, developing curriculum, writing concept notes or similar.
- Public speaking skills, able to lead workshops and engage with individuals with a variety of backgrounds in the cooperative sector.
- Cooperative research experience considered an asset.
- Fluency in written and oral English. Fluency in French and/or Spanish are an asset.

This position requires comprehension of Microsoft Word and Microsoft Excel to complete job requirements. Ability to be flexible with time schedule to allow for communication in other time zones.

### COMPETENCIES

- Adaptability
- Dependability and Responsibility
- Facilitation and Interpersonal Skills
- Honesty and Integrity
- Innovative
- Learning and Continual Improvement
- Multi-tasking
- Prioritizing skill
- Strategic thinking and planning
- Strong Communication Skills
- Strong Work Ethic

### SUCCESS FACTORS

The successful candidate will possess strong cooperative development skills, with the ability to maintain a broad perspective. He/she will undertake innovative approaches, be agile in the conceptualization of new program ideas, and will be well versed in strategic thinking and planning. The ideal candidate should be conversant with women empowerment and leadership.

### Application Process

- Applications must include a resume and cover letter, to be submitted to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) **no later than Friday, May 23, 2019. Late submissions will not be accepted.**
- Applications will be reviewed as they are received.
- We appreciate all expressed interest in this position, however, only the short-listed candidates selected for an interview will be contacted.
  - If you are contacted for an interview, please advise if you require any special accommodation.
- CDF Canada is an equal opportunity employer.