



Keystone Development Center

108 F. N. Reading Road, Suite 200

Ephrata, PA 17522

Tel 717-792-2163

Jobs@kdc.coop

www.kdc.coop

## Cooperative Development Consultant

Keystone Development Center (KDC) seeks someone to join our growing team in a position as a Cooperative Development Consultant. We are a non-profit organization, founded on the belief that the cooperative business model can enable groups of people to mitigate business risks, gain collective economic advantage, and achieve economic empowerment. The KDC provides technical and research assistance to existing and emerging cooperatives – especially to people in areas that are under-served and financially challenged – in the multi-state area of Pennsylvania, Maryland, New Jersey, and Delaware.

### Client Services and Projects:

- Provides technical assistance to cooperative clients throughout all stages of cooperative development.
- Develop, manage, and follow through on client workplan and deliverables upholding KDC quality standards.
- Meeting facilitation and coordination demonstrating democratic decision-making practices.
- Guide groups to identify common needs and articulate their shared convictions.
- Maintain records in our shared cloud-based files and KDC's CRM system.
- Provide internal and external reports on client progress and activities.
- Conducts educational activities related to cooperative basics, governance, equity development, management, and administrative systems.
- Outreach to members of the cooperative development, economic justice, and business technical assistance community to cultivate new working relationships and facilitate KDC capacity growth.
- Work collaboratively as a KDC team member in managing KDC's workflow, pursuit of funding opportunities, and reporting to current funders.
- Write proposals, articles, client reports, and support grant proposal writing.

### Professional Qualifications:

- A bachelor's or master's level in Community Development, Business, Education, or another related field or comparable life experience building or leading a democratically organized and run businesses.
- Business development and entrepreneurial experience is preferred and may serve as the basis of your qualifications.
- Experience with community organizing or project management in under-resourced communities.
- A strong background in cooperative business development, economic justice, community organizing, urban entrepreneurship, or worker and/or immigrant rights.
- Experience in one or more of the fields of agriculture, home care, local food production and/or distribution, housing, finance, and business development.
- 2-3 years' experience working with social groups, including meeting facilitation and coordination, democratic decision-making, and mediation.

*KDC is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, any other status protected by law and other characteristics that make our employees unique.*



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### **A KDC Team Member should have the following qualities:**

- Appreciation for the client's perspective while guiding others to consider different viewpoints.
- Enthusiasm for engaging with cooperative members, customers, and other individuals and organizations supporting the development of KDC's cooperative businesses clients.
- Ability to coach and be coached on technical and non-technical matters.
- Knowing when to step in to assist the team when others are struggling.
- Commitment to grow professionally within the organization.
- Ability to learn quickly and interest in developing a variety of new skills.
- Ability to manage multiple tasks, set priorities and meet deadlines; ability to work both autonomously and in a team.
- Excellent organizational, interpersonal, and oral and written communication skills.
- Software: MS Word; MS Excel: Formulas; MS Outlook, Google Calendar; QuickBooks; and CRM programs.

### **Working Environment/Physical Requirements:**

- Physical Factors: Activities include general office work, at computers and peripherals, and other telecommunications. Sitting for extended periods, occasional walking, standing, reaching with hands and arms, use of hands and fingers for phone and keyboard.
- Regular personal computer usage.
- Regular talking and hearing.
- Frequent lifting and/or moving up to 5 pounds and occasionally up to 25 pounds.
- Visual acuity (with or without corrective lenses); close vision, distance vision, and ability to adjust focus.
- Working conditions are generally indoors with occasional exposure to weather to travel to meetings or KDC locations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will be based in one of KDC's offices in Lancaster or Pittsburgh, Pennsylvania with approximately 10% travel time. Working conditions are generally indoors with occasional exposure to weather during travel and when meeting with clients at outdoor locations. This is a Nonexempt, part-time position with the potential for increasing to full-time. Work hours may be negotiable based on operational needs. Compensation will be commensurate with experience.

### **How to Apply:**

Please submit a cover letter about why you are applying, your resume, cooperative development portfolio displaying your experience, and salary requirements by email to Peggy Fogarty, Executive Director, at [jobs@kdc.coop](mailto:jobs@kdc.coop) prior to May 1, 2021. The subject line should include: "Cooperative Development Consultant."

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