



COALITION FOR ORGANIC AND
REGENERATIVE AGRICULTURE

CORA Program Manager

Job Announcement

July 14, 2022

Job Title: CORA Program Manager
Status: Full-time/Exempt
Reports to: Tilth Alliance Executive Director
Location: Remote / Tilth Alliance Main Office – Wallingford, Seattle, WA

CORA Mission:

The Coalition for Organic and Regenerative Agriculture (CORA) recognizes that broad adoption of organic and regenerative practices across all types and scales of agriculture in Washington State and beyond will deliver multiple and substantial benefits. CORA has formed to serve as a unifying force and a strong voice representing the organic and regenerative community, assertively advocating for progressive policies and programs that are inclusive of all represented interests and that promote equity and inclusion.

CORA will advocate for:

- **Research** that explores, defines, evaluates, and supports the implementation of the most effective organic and regenerative practices.
- **Educational opportunities** that provide producers and farm workers with the knowledge and skills they need to effectively engage in organic and regenerative agriculture.
- **Resources** to help mitigate barriers to transitioning to organic and regenerative agriculture.
- **Policies and programs** at the state and national level that promote and support adoption of organic and regenerative practices.
- **Policies and practices** that advance equity, inclusion, diversity and anti-racism within the organic/regenerative community.

CORA Leadership & Operational Structure:

The CORA Program Manager will be an employee of Tilth Alliance. The work of the CORA Program Manager will be overseen by CORA's Governing Council who will determine the Program Manager's scope of work. The Governing Council provides leadership for the Coalition and is responsible for establishing CORA's goals, objectives and strategic priorities; developing an annual advocacy agenda and policy platform; representing the interests CORA to the public, press and policymakers; helping recruit new CORA members; and assisting with fundraising for CORA.

Tilth Alliance will support CORA operations by providing financial and administrative services and by employing and supporting the CORA Program Manager. Tilth Alliance's Executive Director is a permanent member of the CORA Governing Council and will directly supervise the CORA Program Manager.

Position Description:

The job of the CORA Program Manager is to support CORA's Governing Council and work to achieve the goals and objectives of the Coalition. The CORA Program Manager will report to the Governing Council, with the Executive Director of Tilth Alliance as their direct supervisor. As supervisor, the Tilth Alliance Executive Director will respond to concerns of the CORA Program Manager regarding workload or other work-related challenges.

Job Responsibilities:

- Handle the logistics of the CORA Governing Council, including scheduling regular GC meetings, helping set meeting agendas, and arranging for Governing Council participation in legislator meetings, press conferences, and public testimony;
- Participate in developing CORA's strategic priorities and advocacy agenda;
- Conduct research to inform CORA's position on current issues;
- Manage CORA Membership, including organizing periodic membership meetings, conducting membership survey's, recruiting new members and collecting membership dues, responding to member questions and concerns, recruiting members to provide public testimony and meet with legislators, and regularly communicating with membership about the activities of CORA;
- Manage the CORA budget;
- Manage CORA communications, including working with Tilth Alliance's Communications Manager to keep the CORA website updated, publishing a CORA newsletter, and sending Action Alerts to CORA members;
- Work with the CORA Lobbyist to arrange for public testimony at public hearings, arrange meetings and build relationship with key policy makers, and organize press conferences or other events as needed;
- Represent CORA at public hearings, in meetings with policy makers or in other venues as necessary;
- Assist with raising funds for CORA.

Desired Qualifications and Attributes:

- Passionate about the many benefits of organic and regenerative agricultural practices
- An independent, highly organized and pro-active worker
- Self-reliant, self-starter
- Skilled in handling multiple tasks, prioritizing job assignments, and independently meeting required deadlines
- Skilled at meeting facilitation and notetaking
- Adept at working with and collaborating with diverse communities and coalitions
- Comfortable engaging with policymakers, elected officials, and government agencies
- Experience with organizing events
- Experience working with the Media and organizing press events
- Experience developing newsletters, press releases, social media posts, and other communication tools
- Experience creating and updating website content
- Skilled in grant writing and research
- Familiarity with organizational DEI practices and a commitment to equity-driven policy

Compensation:

\$53,000 - \$55,000

To Apply:

Please submit a letter of interest, resume, and example of writing skills as one document in PDF or Word format outlining 1) your experience with the requirements listed above and 2) why you are interested in this position. Email all materials to gwenvernon@tilthalliance.org with the subject "**CORA Program Manager Application.**" Applications will be reviewed as received and interviews will begin as needed. Position is open until filled.

No phone calls please.

We believe that justice, equity, diversity and inclusion are at the core of our work and are taking action to reform our systems to eliminate bias and adopt an anti-racist stance. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability,

gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.