



Cooperative Development Specialist

GENERAL INFORMATION:

DIVISION: RMFU Educational and Charitable Foundation

REPORTS TO: Director of Cooperative Development Center

SALARY RANGE: \$55,000-\$65,000

APPLICATION REVIEW: Applications will be reviewed on a rolling basis with initial review beginning on May 4, 2026.

PURPOSE OF POSITION:

This position provides technical assistance to emerging, new, and existing cooperatives through the Rocky Mountain Farmers Union (RMFU) Cooperative Development Center. This position also initiates cooperative and rural economic development projects and works to improve the profitability of family farmers and ranchers and the viability of rural communities. Supports the mission and efforts of the Rocky Mountain Farmers Union Foundation (RMFUF).

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Work under the direction of the Director of the Cooperative Development Center to develop and implement strategic plans, annual work plans, reports, and evaluations.
- Identify and address barriers and opportunities for the development of cooperatives in the rural areas of Colorado, New Mexico, and Wyoming.
- Provide training, education, and presentations related to cooperative and economic development.
- Provide technical assistance related to the start-up and maintenance of cooperatives and other community development opportunities.
- Help seek and secure financial resources for cooperative projects and cooperative development in general.
- Administer and monitor contractual agreements and provide oversight of service providers responsible for cooperative development activities.
- Develop working relationships with other rural development professionals and agencies to maximize cooperative development effectiveness and minimize duplication of activities.

OTHER DUTIES/RESPONSIBILITIES

- Coordinate meetings and activities with associated organizations, government agencies and educational institutions as appropriate or required
- Serve as a member of the RMFU and RMFUF team, participate in staff meetings, training programs, and contribute to the overall success of the organization.
- Support additional tasks as assigned.

SUPERVISORY DUTIES:

- Supervision and oversight of project-specific service providers

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of agriculture, rural issues, food systems, and the cooperative business model.
- Strong written and verbal communication skills.
- Excellent problem-solving, conflict resolution, and decision-making skills.
- Proficient computer skills with Microsoft Office products and cooperative project management systems.
- Ability to organize and prioritize tasks.

POSITION QUALIFICATIONS AND REQUIREMENTS

Education:

- At least two years of higher education with emphasis in business, accounting, finance or economics; or equivalent work experience.

Experience

- Three years of grassroots, community, and/or economic development experience.
- Grant proposal and fundraising experience.
- Business and feasibility planning experience.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Position requires extensive travel. Employee must have a valid driver's license, be willing to travel by car and airplane, and spend multiple days at a time away from home. Position is designated as field staff, with limited in-office days. **Potential candidates must be able to be in-office in the Denver Tech Center twice monthly.**
- Position requires extensive use of arms, hands and fingers and ability to talk, see, hear, and sit for long periods of time. Position also requires ability to lift up to thirty pounds.

Note: We encourage anyone to apply who believes that they have the knowledge, skills, and abilities necessary to succeed in this role.

TO APPLY: Please send cover letter and resume to the Director of Cooperative Development, Sandra Baca, at sandra.baca@rmfu.org.

