



CORNUCOPIA  
INSTITUTE

## **Business/Operations Manager and Researcher Organic Farming Champion**

The Cornucopia Institute is seeking a full-time employee to manage the business operations of a growing non-profit organization. These responsibilities include organizational accounting, bookkeeping and financial record keeping, human resource management, and insurance and employee benefit package oversight. This individual will be an active member of the management team and also spend 20-40% of their time doing policy research and analysis on food and farming issues. A heartfelt passion for protecting the environment, the good food movement, humane livestock husbandry and social/economic justice for family farmers is imperative.

The Cornucopia Institute is a farm policy research group focusing on research and education. It has become one of the most preeminent and aggressive organic and sustainable food and farming watchdogs. We seek to protect the integrity of the organic food label from governmental regulatory indifference as well as from agribusinesses cutting corners so as to profiteer from unethical and questionable food and agricultural practices.

The ideal candidate will possess a minimum of three to five years experience working in a corporate or nonprofit environment with a skill set including:

- Highest degree of personal and professional ethics
- Strong accounting and financial management skills, familiarity with Quickbooks preferred
- Familiarity with human resource management preferred
- Understanding of state/federal tax and auditing issues
- Ability to manage insurance and employee benefit packages
- Commitment to the mission of The Cornucopia Institute
- Self-starter and able to work independently
- Proficient in Microsoft Office applications
- Strong oral and written communication skills
- Ability to interact effectively with volunteers, Cornucopia members (farmers and other stakeholders), staff, and the general public
- Superior work ethic and careful attention to detail
- Internet research and communication skills
- Experience in food or farm policy analysis would be highly desirable
- Applicable academic and/or work experience

### **Compensation:**

Commensurate with experience with competitive benefit package. Please include salary history and expectations.

**Worksite:**

The Cornucopia Institute is formally based in Cornucopia, Wisconsin but is "virtually officed," and thus has no central office. We currently have six full and part-time staff members, with as many as four additional staff joining our growing organization during 2012.

The Business/Operations Manager and Researcher is expected to provide his or her own worksite. Because of this, work with Cornucopia is possible anywhere in the U.S.; however, preference may be given to individuals residing in, or relocating to, the Upper Midwest so as to facilitate periodic face-to-face meetings.

Several core-staff and contractors are located in or near Vernon County, Wisconsin. Candidates open to relocation might find this gorgeous and rugged environment, and its unique agrarian community (home to more organic farmers than any county in the US), a wonderful option.

**How to contact The Cornucopia Institute:**

If you have an interest in exploring the opportunity to merge your background and skills with the chance to fight for something you believe in, please forward a letter of inquiry, resume, and salary history to: [cultivate@cornucopia.org](mailto:cultivate@cornucopia.org).

*Cornucopia is an equal opportunity employer and complies with all applicable state and federal law.*

*The Cornucopia Institute is engaged in educational activities supporting the ecological principles and economic wisdom underlying sustainable and organic agriculture. Through research and investigations on agricultural and food issues, The Cornucopia Institute provides needed information to family farmers, consumers, stakeholders involved in the good food movement, and the media.*