Are You An Organic Farming Champion?
Position Open: Communications and Development Assistant

The Cornucopia Institute is seeking a full-time employee to join our team. The Communications and Development Assistant will help increase the capacity of Cornucopia’s communications platform and fundraising efforts. Reporting directly to the Communications and Development Director, this individual will be involved with Cornucopia’s many communications (reports, newsletters, infographics, etc.) as well as the organization’s revenue development efforts (grants, fundraising mailings, occasional fundraising events, etc). This early-career position offers great opportunity for advancement. A heartfelt passion for protecting the environment, the good food movement, human health, humane livestock husbandry, and social/economic justice for family farmers is essential.

The Cornucopia Institute has become one of the most preeminent and effective organic and sustainable food and farming public interest groups in the United States. The organization acts as an organic industry watchdog protecting alternative marketing mechanisms for farmers and consumers to connect. We seek to defend the integrity of the organic food label from governmental regulatory indifference as well as from agribusinesses profiteering from unethical and questionable food and agricultural practices.

Primary responsibilities for this position include:

- Assist Development Director with grant proposals, grant reports, fundraising mailings, promotional materials, thank you notes
- Research foundation and major donor prospects
- Help plan networking and fundraising events, solicit in-kind donations
- Help develop and update mailing lists by researching contact names and addresses
- Write content as necessary for quarterly newsletter, enews, website, reports, etc.
- Compile monthly newswires for co-ops and CSAs
- Gather photos for quarterly newsletter, reports, mailings, and other communications from sources such as Flickr, etc.
- Help organize and expand Cornucopia’s Flickr media library
- Help monitor Facebook page, engage with online community, and refer questions to appropriate staff members
- Provide support as necessary to Development Director and other staff members to complete projects

The ideal candidate would possess the following qualifications and skills:

- Commitment to the mission of The Cornucopia Institute
- Understanding of (and preferably involvement with) organic food and farming issues
- Self-starter and ability to work independently
- Excellent written communication skills
- Excellent organizational skills
- Ability to juggle multiple projects
- Ability to prioritize tasks and meet deadlines
- Ability to interact effectively with co-workers, members, and the general public
- Superior work ethic and careful attention to detail
- Highest degree of personal and professional ethics
- Competency with the Microsoft Office suite
- Proficiency with social media and Internet research
- Ability to create YouTube videos and storyboards is a plus
- Bachelor’s degree in humanities or scientific field

**Compensation:**
Commensurate with experience.

**Worksite:**
The Cornucopia Institute is formally based in Cornucopia, Wisconsin but is "virtually officed," and thus has no central location. Staff members telecommute from home offices around the country. Because of this, applicants must be highly motivated and able to work independently. We have nine core staff members and additional support from a number of part-time employees and dedicated contractors.

The Communications and Development Assistant is expected to provide his or her own worksite. Because of this, work with Cornucopia is possible anywhere in the U.S. Candidates residing in, or relocating to, the Upper Midwest are encouraged to apply — facilitating periodic face-to-face meetings. But ultimate hiring decisions will be made based on the credentials of the candidates.

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

The Cornucopia Institute is an equal opportunity employer.

**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, including salary history/expectations, and résumé to jobs@cornucopia.org by June 1.

_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._