



COOPERATIVE FUND OF THE NORTHEAST

P.O. Box 970, Watertown, MA 02471 • 800-818-7833

www.coopfund.coop • cfne@cooperativefund.org

The Cooperative Fund of the Northeast (CFNE) is a community development loan fund that bridges socially responsible investors and cooperatives, community oriented non-profits, and worker-owned businesses in New England and New York state. We envision economic justice for all through thriving cooperative enterprises. Since 1975 CFNE has supported co-ops by providing over \$90 million in flexible financing, as well as customized technical assistance. This has created or preserved thousands of jobs and affordable housing units, without losing any investor funds.

We work for economic, social, and racial justice by advancing community based, cooperative, and democratically owned or managed enterprises with a preference to assisting cooperatives in low-income communities by:

- Providing financial products at reasonable rates
- Developing business skills
- Offering an investment opportunity that promotes socially conscious enterprise

Position Title: Co-op Coach

Location: Candidate must reside in CFNE's service area of New England and New York state. Preference for candidates residing in southern New England (Massachusetts, Rhode Island, Connecticut).

Job Description

The Cooperative Coach collaborates with CFNE's Learning and Lending Teams to build the cooperative support ecosystem for BIPOC and immigrant-led cooperatives throughout the northeast. This role provides 1:1 business support services to prospective, applicant, and borrowing co-ops and nonprofits, as well as more limited support to emerging co-ops who are not being well-served by the existing cooperative development ecosystem. In order to better serve diverse coops throughout the Northeast, the Co-op Coach and other members of the Learning Team also cultivate partnerships for entrepreneurial and financial education, business planning, and capital access, while promoting cooperative models to existing social/racial justice, small business, and community economic development networks. The successful candidate will have experience coaching others through business planning, financial projections, and operational pivots, as well as a demonstrated commitment to social, economic and racial justice.

This position is currently a full-time (35 hour per week), non-exempt position, will work remotely from a home office, and reports to the Program Manager.



COOPERATIVE FUND OF THE NORTHEAST

P.O. Box 970, Watertown, MA 02471 • 800-818-7833

www.coopfund.coop • cfne@cooperativefund.org

Essential Functions

Technical Assistance (TA) - 50%

- Work with loan and outreach officers to assess the TA needs of borrowers and applicants, provide direct 1:1 coaching, and connect with culturally appropriate business supports.
- Contribute to the development, delivery, and tracking of training/technical assistance products and services.
- Provide logistical, programmatic, research, and planning support for training and technical assistance projects, including workshops, fellowships, and cohort-based programs.
- Develop and manage intentional and stable TA partnerships with existing small business development, legal aid, interpretation, and other resources in communities of color throughout the northeast.

Client and Community Relationships - 30%

- Maintain existing and develop new relationships with clients and partners through networking, one-on-one meetings, and lead nurturing. Cultivate relationships with grassroots co-op advocates, racial and social justice organizations, BIPOC community leaders, and existing local businesses.
- Collaborate with community partners to conduct outreach and engagement events, identify and connect with prospective borrowers.
- Represent CFNE in public forums, facilitate community outreach efforts, and build referral networks.
- **Contribute to the development of CFNE's service offerings by identifying markets and assisting in the development of financial and educational products and strategies to serve the markets.**

Other Responsibilities - 20%

- Meetings: Attend all weekly Staff meetings, biweekly team meetings, and monthly Lending/Learning meetings.
- Representation: Participate in civic and community events, network and ecosystem meetings, committees, and others as assigned.
- Projects: Contribute to team effort by working on special projects, programs, and reports as assigned.
- Other duties: These may include data tracking, grant reporting, and any other duties as assigned.



COOPERATIVE FUND OF THE NORTHEAST

P.O. Box 970, Watertown, MA 02471 • 800-818-7833

www.coopfund.coop • cfne@cooperativefund.org

Qualifications

- At least 3 years of experience with worker-cooperatives, small business ownership, or community economic development.
- Comfort with understanding and explaining financial reports, projections, and business plans.
- Demonstrated track record of building long-term, collaborative relationships to support an issue, cause, or entrepreneurial venture. Existing positive relationships within diverse northeast communities a plus.
- Deep interest in building intercultural competence and working with a wide range of cultural backgrounds, educational levels, and socioeconomic statuses
- Proficiency with Microsoft Office and GSuite applications including word processing, spreadsheet, and presentation software.
- Ability to communicate clearly and effectively to diverse individuals and groups in English. Additional language capacity preferred, with a priority for Spanish.
- Ability to write clearly and concisely for a variety of audiences and reading levels in English.
- Ability to work independently, as well as collaborate with the close-knit, 4-person Learning Team and other colleagues.
- Demonstrate flexibility, creativity, and a sincere willingness to learn.
- **Valid driver's license and use of a private and reliable automobile required.**
- Occasional regional travel, including overnight, evening, or weekend work required.

Mental and Physical Requirements

This position requires occasional typing, driving, and repetitive hand movements, and frequent answering of the phone. Specific vision abilities required by this job include far and near acuity. Performing the duties of this job will require frequent sedentary work while sitting, and walking or standing the remainder of the day. In addition, this position will require organizing, presenting, and the ability to deal with stressful situations. This position will frequently require decision making. Must have the ability to read, write, analyze, implement, evaluate, and consult on all applicable business related manuals, documents, procedures, policies, projects, and materials. Must have the ability to effectively present information and respond to questions from a manager, clients, and the general public. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format. Must have the ability to relate to others, work with others, work independently, concentrate, and perform complex or varied tasks as needed.



COOPERATIVE FUND OF THE NORTHEAST

P.O. Box 970, Watertown, MA 02471 • 800-818-7833

www.coopfund.coop • cfne@cooperativefund.org

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CFNE is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. Employment decisions are made without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ancestry, disability status, veteran status, genetic information, marital status, or any other legally protected characteristics.

Compensation

CFNE has been fostering a healthy remote work environment with fair and competitive pay and benefits for over 45 years. **CFNE's total compensation includes** the following benefits: paid vacation and sick time; vision and dental insurance for you and your dependants; SIMPLE IRA retirement savings plan with an employer match; Qualified Small Employer Health Reimbursement Arrangement (QSEHRA); a generous monthly home office reimbursement; and continuing professional development opportunities. This full-time salaried, non-exempt position is 35 hours per week and works remotely from a home office. Salary range: \$60,000-\$70,000, depending on experience. CFNE is an equal opportunity employer.

Candidates of color are strongly encouraged to apply.

How to Apply: Please submit a resume and cover letter by email to hiring@cooperativefund.org with subject line "Co-op Coach".

Deadline: Priority review will be given to applications received by August 25, 2023.