# **Policy and Communications Manager, Colorado Blueprint to End Hunger**

## **Overview**

The [Colorado Blueprint to End Hunger](https://www.endhungerco.org/) is a multi-year plan to end hunger for all Coloradans. It was developed, with funding from the Colorado Health Foundation, by individuals and organizations from across the state who are working on or experiencing hunger in their own homes and communities.

Key elements of the plan include efforts to:

* **Maximize enrollment** of income-eligible Coloradans in both the Supplemental Nutrition Assistance Program (SNAP) and the Woman, Infants and Children Food and Nutrition Service (WIC), which focuses on mothers, infants, and children under five years of age.
* **Increase participation** in Federal Child Nutrition programs
* **Grow the number** of Coloradans who can access the food they need in their communities.
* **Develop a groundswell** of Coloradans advocating to end hunger in our state.

The Blueprint is currently transitioning from development and planning to implementation. These efforts are supported through funding from the Colorado Health Foundation, with the intent to bring in additional funders as the work progresses. The Colorado Health Foundation contracted with [Trailhead Institute](http://trailhead.institute/) to serve as the Program Office to facilitate the process of moving Blueprint’s aspiration goals into action. In this role, Trailhead serves as the administrative point of coordination for implementation efforts.

To achieve the goals and strategies outlined in the Blueprint, numerous organizations and individuals across Colorado have joined four goal-focused workgroups based on their areas of expertise or interest. Trailhead Institute coordinates the logistics and multi-sector collaboration for these workgroups. A 15-member Governing Council serves as the oversight body for the project by overseeing workgroup progress and supervising the Program Office (Trailhead) to move towards the goals collectively identified in the Blueprint.

The Blueprint*Policy and Communications Manager* will serve as dedicated Blueprint staff, hired by the Blueprint Implementation Director. The *Policy and Communications Manager* will support the Blueprint program office, governing council and workgroups to further the work of the goal-focused workgroups by providing policy and systems analysis and communication support as well as other duties as assigned in close collaboration with the Blueprint Implementation Director.

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization’s mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and leadership. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

## **Essential Job Functions**

*Policy and Systems Analysis*

* Acts as lead liaison to Workgroup 4 and Workgroup 5 (increasing enrollment and access to WIC, SNAP and Child Nutrition Programs).
* Responsible for completing systems and policy research as requested by workgroups and the implementation director.
* Supports Governing Council and Blueprint participants in designing and implementing a collaborative policy agenda.
* Provides policy and systems updates to the Governing Council.

*Data and Evaluation*

* Supports the work of the evaluation contractor for the Blueprint to End Hunger.
* Develops and implements a procedure to ensure data in the Blueprint is updated and accurate.

*Partnership Support*

* In collaboration with the Director for the Blueprint to End Hunger and the community engagement manager, build and maintain relevant partners in the policy and systems space.

*Communications*

* Ongoing, social media engagement
* Ongoing website maintenance including any graphic design needed
* Maintenance of an internal stakeholder newsletter
* Media engagement as needed
* Support for all Implementation Director content and editing needs

*Project Management*

* Adheres to the Blueprint performance management processes; ensuring accountability to Blueprint goals.
* Other duties as assigned.

## **Requirements**

* A minimum of 5 years of policy and systems analysis experience, preferably in food security related work.
* Skills in understanding and interpreting data and research.
* Proven record of working with members of diverse communities and building strong relationships
* Proficient in Microsoft Office
* Formal communications experience preferred, but not required

## **Key Characteristics**

* Commitment to the values identified throughout the development of the Blueprint, including collaborative, inclusive, shared leadership, action-oriented, transparent, strengths-based, respectful/authentic, and agile/flexible
* Comfortable leading diverse stakeholders with competing priorities in an occasionally political or contentious environment
* Open to new ideas and ability to step outside of one’s comfort zone
* Willingness to fail, learn from mistakes, and readjust quickly while maintaining a continuous improvement mentality
* Ability to think systematically while being able to connect with a wide variety of community and organizations
* Ability to manage competing priorities with professionalism amongst funders, communities, and system partners
* Excellent organization, interpersonal, and communication skills
* Willingness and ability to learn and grow to meet the changing requirements of the job

## **Hiring Process**

This is a full-time exempt position with an office located in Denver, Colorado (but position can be remote anywhere in Colorado). Hiring salary range for this position is negotiable and commensurate with skills and experience. The expected starting range is $85,000-$92,000. We offer a generous benefits package including health, dental, vision, life and 401k. We also offer free parking, work out facilities and flexible schedules.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by August 31st. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

Only electronic submissions are accepted. Please submit a resume, cover letter and three professional references to Leticia Macias, Executive Assistant – Blueprint to End Hunger at lmacias@endhungerco.org.

This is a LIMITED SERVICE position. The Blueprint to End Hunger is a five year plan, funding for this position is provided by limited-term, non-federal funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute.

*Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.*