# **Implementation Director, 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 through community-based organizations.
* **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*Implementation Director* will serve as dedicated Blueprint staff, hired by Trailhead Institute. In collaboration with the Governing Council, goal-focused workgroups, and other contract employees within the Blueprint Internal Team, the *Implementation Director* will co-develop and further the work of the goal-focused workgroups in close collaboration with workgroup leaders and members. In addition to specific program work, this position is responsible for strategic leadership, program development, and project management; assisting the Governing Council in internal infrastructure and new funding development; and partnering with other members of the Blueprint Internal Team to plan and prepare for future success. The goal of the Implementation Director is to advance the vision and goals outlined in the Blueprint in a key leadership role.

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**

*Blueprint Mission & Vision Alignment*

* Advance and assure the work of the Blueprint is in line with the Blueprint’s mission, vision and strategic goals. Provide thought leadership on project and mission impact, project capacity, risk factors, and other key factors to inform strategic decision-making.
* Develop and facilitate the Blueprint Implementation Plan including creating the timeline, strategies and Key Performance Indicators, along with fellow workgroup leaders/members and through the guidance of the Governing Council
* Manage and facilitate strategic development activities of the Blueprint, including identifying emerging opportunities to leverage current work and internal capacities for new funding opportunities
* Cultivate partner connections and relationships helpful to advancing the Blueprint Implementation Plan

*Blueprint to End Hunger Program Direction and Implementation*

* Facilitate program implementation to ensure alignment with overall Blueprint strategies, inclusivity, diversity, and equity
* Oversee and facilitate the efforts of the four goal-focused Blueprint workgroups; collaborate with workgroup Chairs and Co-Chairs to lead and evaluate this work
* Develop procedures and practices with the goal of supporting multiple workgroup efforts leveraging the diverse expertise of workgroup members
* Continuously improve the program systems and practices, collaborating with Blueprint Internal Team members, workgroup leaders/members, funders, and the Governing Council to identify gaps or inefficiencies; develop competency, structural, or process-based solutions to mitigate programmatic risks
* Manage project compliance to ensure project work is in alignment with existing contracts and funding regulations
* Implement project reporting to ensure that project progress is well documented and communicated to relevant stakeholders; that project work is in alignment with existing contracts; and that program evaluation leads to strong performance and future funding
* Direct and manage, in coordination with other Blueprint Internal Team members, workgroup leaders/member, and the Governing Council, the Blueprint’s strategic Implementation Plan
* Ensure collaboration with the Governing Council, workgroup leaders/members, and the Blueprint Internal Team to build and maintain a strong team-based environment that supports existing and future work

*Operations Management*

* Develop standard operating procedures and practices for the project to ensure programmatic and funder compliance
* Lead marketing and public relations strategies that will cultivate and enhance meaningful relationships with targeted audiences
* Manage an integrated strategic communications plan to advance Blueprint brand identity; broaden awareness of its vision and goals; and increase the visibility of the programs across key stakeholder audiences
* Execute internal team decision-making

*Finance Strategy & Oversight*

* Manage programmatic financial security strategies as defined by the Governing Council
* Develop the Blueprint budget, including blending and braiding financial resources from multiple funders in coordination with Trailhead staff and the Governing Council
* Identify opportunities and lead efforts to generate revenue for the Blueprint through individual contributions, corporate sponsorships, grant writing, earned income strategies, and other funding mechanisms
* Support the Trailhead Finance Department with Audits and Fiscal Compliance as related to the Blueprint funding

## **Requirements**

* A minimum of 5 years of successful leadership experience in a role charged with leading projects or initiatives to develop or improve processes and systems that support program implementation and drive towards high-quality outcomes
* Proven record of working with members of diverse communities in a leadership capacity
* Demonstrated success in facilitating and building coalitions as part of large, multi-party or regional initiatives
* Working knowledge about the Colorado Blueprint to End Hunger’s vision, goals, and strategies, and ability to build awareness throughout statewide networks
* Proficient in Microsoft Office
* Competency in addressing language and ability
* Knowledge of food systems, government food programs and state efforts to end hunger is preferred

## **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**

The qualifications and skills outlined in this job description have been determined and approved by the Blueprint Governing Council. A Selection Committee will be formed with members from the Governing Council, the Colorado Health Foundation, and Trailhead Institute. Hiring of the Blueprint Implementation Director will be done through Trailhead Institute with oversight from the Governing Council.

This is a full-time exempt position located in Denver, Colorado but will be expected to travel throughout Colorado. Hiring salary range for this position is negotiable and commensurate with skills and experience. The expected starting range is $110,000-$147,000. 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 February 22, 2019. 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 Sarah Lampe, Interim Chief Executive Officer at Trailhead Institute, slampe@trailhead.institute.

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.*