



Community Partnerships Manager, Colorado Blueprint to End Hunger

Please note: This is a LIMITED SERVICE position. The Blueprint to End Hunger is a five year plan, slated to end in September of 2024. Currently, the Blueprint to End Hunger has secured funding for this position for six months (through December 2021), but we are optimistic and hopeful that this position will be funded for the duration of the Blueprint; Funding for this position is provided by limited-term, non-federal funding and is dependent on that funding being maintained. Once the funding ends, this position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute.

Overview

The [Colorado Blueprint to End Hunger](#) 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](#) 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 *Community Partnerships Manager* will serve as dedicated Blueprint staff, hired by the Blueprint Implementation Director. The position will support the Blueprint program office, governing council, committees and workgroups to further engage existing and new partners and communities across the state 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

Community Partnership Development

- Responsible for designing and implementing a community partnership plan for the Blueprint to End Hunger, with a specific focus on communities that are disproportionately impacted by the issue of hunger.
- Ensures membership from diverse communities impacted by hunger are participation in the implementation of the Blueprint plan.
- Identifies and plans engagement events and site visits across the state with the support of the Blueprint Executive Assistant.
- Acts as primary liaison for Workgroup 2/3, increasing access to food at the community level, with work cross-linking across the entirety of the Blueprint's workgroups, committees, and project teams

Onboarding and Internal Communications

- Leads onboarding process with new members to ensure that new members can fully engage and best utilize their skills and experiences
- Work closely with Policy and Communication manager to ensure optimization of internal communications so that the entire Blueprint network can stay engaged and track the work

Project Management

- As needed, oversight of and management of any community partnership related projects and/or contracts
- Serves as the Blueprint liaison for 3-4 project teams (will change annually, but currently includes Healthy Food Incentives, Program Awareness/Outreach, and Customer Feedback for Child Nutrition Programs)
- Serves as the Blueprint liaison to one committee (either the Data and Evaluation Committee or the newly formed Funders Committee)
- Adheres to the Blueprint performance management processes; ensuring accountability to Blueprint goals
- Other duties as assigned, which may include some support for the emergency hunger relief grant (including recruitment and supervision of community reviewers), supporting outreach about the grant opportunity, filling in for other Blueprint liaisons as needed, responding to new requests/work streams as they arise, etc.

Requirements

- A minimum of 5 years of community partnership or participation in community organizing, with an equity and inclusion lens.
- Proven record of working with members of diverse communities and building strong relationships.



- Strong facilitation skills, with an ability to honor inclusivity, while still ensuring that groups are action oriented and making tangible progress
- Proficient in Microsoft Office, Google Apps and Zoom

Key Characteristics

- Commitment to the values identified throughout the development of the Blueprint, including inclusive/equitable, results-oriented, collaborative, and respectful/authentic
- 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
- Desire to be part of a small, but strong and diverse team with a high level of trust and respect, and vulnerability
- Understanding of, and belief in, collective impact or network leadership
- Ability to manage competing priorities with professionalism amongst funders, communities, and system partners
- Excellent interpersonal, and communication skills
- Ability to organize, prioritize and keep things moving forward in an environment with many competing demands
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Interest/desire to travel around Colorado to meet partners (approximately 10% of the time)
- Understanding of the root causes of hunger and the impact of racial inequity and poverty on the issue of hunger
- Experience with food access and food systems preferred
- Bilingual/bicultural (Spanish) highly preferred

Hiring Process

This is a full-time exempt position located in Denver, 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 flexible schedules and remote work options.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by June 18th. 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.

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+



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community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.